

Microsoft Access Training

Master Topic List

BUILD YOUR OWN ACCESS COURSE

Our build-your-own-course program provides the ultimate level of flexibility to ensure your team gets the most out of their training. Simply mix-and-match any of the topics listed below and send us your list. We will work with you to ensure the material will fit into a single day of training.

Every "build-your-own-course" includes a customized reference manual for each person featuring your topics, and the same 30 days of technical support as our standard offerings.



Beginner Topics

Overview

- What is a Database?
- Database Objects in Access
- Creating / Opening Databases

Tables (Design View)

- Creating a Table
- Adding Fields
- Field Data Types
- Saving
- Insert & Move Fields
- Change Field Name
- Change Field Data Type
- Working with Attachments
- Calculated Fields
- Field Size
- Format & Decimal Places
- Default Value
- Caption
- Validation Rule/Text
- Required
- Allow Zero Length
- Indexed
- Input Mask

Tables (Datasheet View)

- Entering Data
- Adding Pictures
- Zoom and Line Breaks

- Column Widths/Row Height
- Navigating Records
- Formatting Cells
- Hiding Columns
- Freezing Columns
- Cut, Copy & Paste
- Deleting Records
- AutoNumbers
- Sorting
- Finding
- Filter by Selection
- Text Filters, Number Filters, Date Filters
- Filter by Form
- Save Filter as Query

Queries

- Creating Queries
- Adding Fields to Grid
- Entering Criteria
- Running a Query
- Sorting and Hiding
- Saving a Query
- Moving Columns
- Performing Calculations
- Formatting Columns
- Parameter Queries
- Totals Queries

Forms

- AutoForms
- Split Forms
- Using the Form Wizard
- Design & Form Views
- Layout View
- Moving/Sizing Controls
- Applying AutoFormat/Theme
- Edit Text Labels
- The Form Header/Footer
- Entering Data in the Form

Reports

- AutoReports
- Using the Report Wizard
- Different Views of Reports
- Report Bands
- Adjusting Controls
- Merging Fields
- Previewing and Printing

Working in the Navigation Pane

- Rename Objects
- Making a Copy
- Deleting Objects
- Object Properties

Microsoft Access Training

Master Topic List

■ Relating Tables Topics

Why Relate Tables?
How to Relate Tables
Referential Integrity
Cascade Update/Delete
Testing the Relationship
Edit and Delete Relationships
Primary Keys and Unique Indexing
See Related Data in a Table

◆ Relating Tables Topics

1 to 1 Relationships & Self-joins
Join Lines / Join Types
Multiple Field Primary Keys
Lookup Tables, Combo Boxes in Tables
Multiple Value Fields

■ Forms Topics

Creating a Form

Using the Wizard, Quick Form/Split Form
Creating a Form from Scratch
Add Text, Fields, Formulas,
Pictures/Drawings
What are Controls?
Select, Move, Size & Align Controls
Basic Formatting
Using the Colour Icons
Spacing Between Objects
Delete Objects
Cut, Copy, Paste
Copy Formats
Bring to Front/Send to Back
The Toolbox and Locking a Tool
Tab Order
Print a Record
Add a Logo, add a Title
Forms Based on Multiple Tables

Form Layout View

Form Layouts and Groups
Control Margins/Control Padding
Anchoring

Control Properties

Name
Control Source
Default Value
Validation Rule, Validation Text
Format, Decimal Places, Custom Date
Formats
Input Mask and Tab Stop
Status Bar Text & Control Tip
Enabled & Locked

Combo Boxes

Type 1 - You Type a List of Choices
Type 2 - Display Data from a Table
Type 3 - Display from Master Table,
Store in Related Table (Linked)

Working with Bands/Form

Change the Background Colour
Rulers/Grid
Form Properties

Command Buttons

Creating with the Wizard
Display Picture and/or Text on Button

Subforms

Add to Main Form
About Child Fields and Master Fields
Edit a Subform from within Main
Form

◆ Forms Topics

Forms & Controls

Creating Pop Up Forms (Dialog Boxes)
Sub Form Totals
Bound Options Groups
Bound List Boxes
Themes
Conditional Formatting

Control Defaults

For Objects Already on Form
Setting Defaults Before Add Field
Form/Report Template Properties

Tab Control Pages

Creating a Tab Control
Adding Fields & Formulas
Moving Controls to Pages
Changing Page Order
Adding & Deleting Pages
Formatting Pages

Form Properties

Edits, Deletions, Additions
Data Entry
Caption / Shortcut Menu
Pictures / Grid X/Y
Background Picture / Cycle

Navigation Forms

Adding Forms & Reports
Formatting
Set Click Colours
Have Form Open with Database

Page Breaks & Form Printing

Page Breaks
Page Headers/Footers
White Background Printing

Multiple Items Forms

Adding and Aligning Fields
Adding Formulas
2 Line Labels
Continuous View
Format to Resemble Datasheet
Dividing Lines
Form Header/Footer
Continuous vs. Datasheet

■ Report Topics

All Applicable Part 1 Forms Topics, plus:

Wizards, Creating a Blank Report
Print Preview vs. Report View
Page Setup and Page Numbering
Report Bands & Band Properties
Sorting and Grouping
Calculations in a Report
Envelopes and Label Wizard

Page 2 of 4

Microsoft Access Training

Master Topic List

Report Topics

Working in Layout View

Create Report, Add Fields
Set Grouping & Totals
Tabs on the Ribbon

Report Topics

Multi-Column Reports

Sorting & Grouping
Grouping Tricks
Setting Up Columns
Adding Fields
Adding Column Headings

Sub Reports

Designing a Sub Report
Designing a Main Report

Letters in Access

Writing the Letter
Inserting the Fields
Formatting the Letters
Limitations

Creating & Formatting Graphs

Queries Topics

Basic Query Design

Creating a Query
Adding Fields:
 One at a Time
 In Sequence
 At Random
 All Fields
 All Fields Except 1 or 2
 Using the *
 Output All Fields
Clearing the Grid
Running a Query
Return to Design View
Sorting and Rearranging Columns
Preventing Data Changes
The Show Row

Entering Criteria:

Number/Currency Fields
And vs. Or
Multi-line Criteria
In() and Not In()
Using Wildcards
Text Ranges
Dates
Yes/No Fields
Null and Not Null
Adding Parameters
Using Like in a Parameter
Adding Columns:
 Concatenating Fields
 Adding Numeric Formulas
 Calculating Time Durations
 Formatting Formulas
Creating Totals Queries
Creating Update Queries
Creating Delete Queries

Other Query Types

Crosstab Queries:
 Why a Crosstab?
 Setting Column, Row & Value
Grouping Options
Entering Criteria
Make Table Queries
Append Queries

Queries Topics

Relationships in Queries

Join Types in Queries
Query Level Relationships

Union Queries

What is a Union Query?
Writing Basic SQL
Creating the Union Column
Sorting
Column Names
Setting Criteria
Using Parameters
Showing Duplicates

Other SQL Queries

Data Definition Queries
Pass-Through Queries
Subqueries

Forms & Reports Based on Queries

Determining Sort Order
Adding Parameters
Based on an SQL Statement
Saving SQL as a Query

Creating Criteria Dialog Box

Creating the Form
Adding Unbound Controls
SQL in Combo Boxes
DMin & DMax
Pop Up/Dialog
Adding Command Buttons
Creating the Query
Adding Referencing Criteria
Testing the Dialog Box

Synchronizing Combo Boxes

Using Customer/Contact Combo
Manual Synchronizing
Automatic Synchronizing

Advanced Topics

Database Analysis

Analyze Tables
Analyze Performance
Documenter

Import, Export, & Link

Importing and Linking Tables
Exporting Tables or Queries
Importing and Linking Excel Files

Compact, Repair & Encrypt

Compacting/Repairing a Database
Compacting Database on screen
Making a Compacted Copy
Encrypting/Encoding a Database

Microsoft Access Training

Master Topic List



Advanced Topics

Built-in Functions

Date Functions

Year, Day, Month & MonthName
Weekday & WeekdayName
Date, Now, DateSerial

Special Functions

IIF, Switch
IsNull
Format, Eval
CurentObjectName

Text Functions

Left, Mid, Right, InStr
Chr
UCase, Lcase
StrConv

Domain Functions

DMax, DMin
DSum, DAvg
DCount, DLookup

Creating Macros

Delete Buttons (with Wizard)

Close Buttons (with Wizard)

Creating a Macro

Macro Object vs. Macro Names

Selecting Actions

OpenForm, OpenReport
MsgBox
Maximize
StopMacro
GoTo Control, GoToRecord
Run Command
PrintOut
SetValue
RunMacro
ShowToolbar
FindRecord
ApplyFilter, ShowAllRecords
Browse To, Navigate To
SetDisplayedCategories
LockNavigationPane
SetProperty

Creating Macros (cont'd)

Email Database Object
Group & Comment
Import/Export Spreadsheet
Adding Where Conditions
Using the Conditions Column
Special: SendKeys, AutoKeys,
AutoExec
Database Startup Settings

Setting Default Program and Database Options

Application Title/Icon
Navigation Options
Datasheet Options
Defaults for Tables, Queries, Forms & Reports

Application Parts

Using Application Parts as Object Templates
Using SingleOneColumnRightLabels
Adding Tables and Fields
Saving
Using Tasks, Assigning Tasks, Using Contacts
Creating Relationship
Creating Custom Application Part
Using in Current and Future Databases

General Topics

Splitting a Database (back-end, front-end)
Importance of Backing Up a Database
Customize Ribbon/Quick Access Toolbar
Unbound Forms & Reports
Changing Next AutoNumber



VBA (Visual Basic)

We have 6 days of material available on this topic and a separate *Master Topic List* for VBA.