

# Microsoft Access

## Level 2: Complete Database Design

### 3 Day Course

#### Training at Your Office or Virtual over Zoom



## COURSE DESCRIPTION

This three-day course builds upon your basic Access knowledge by giving you the skills to properly create a powerful, flexible database. Learn how to use multiple related tables (essential for almost any database) and create your own relational database. You will also learn how combine information from multiple tables, how forms are affected by multiple tables, and use sophisticated form and report tools to completely customize your database.

Course Prerequisites: solid understanding of all Level 1 topics.

## COURSE TOPICS

### Relating Tables

- 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

### Creating Forms

#### 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

### Creating Reports

#### All Applicable 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

#### Working in Layout View

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



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