

Build Your Own Access Course

Master Topic List

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Instructions

- Each topic shows the amount of time required. Build your own Online course duration. In-Person is min. 1 day (6 hours).
- To select a topic, choose an option in the *Priority* column to indicate its importance to you (1 is the most important).
- Save this form and submit it to us (by email or online on the **Register** page.)

Beginner Topics

Your Priority	Topics
	Overview (15 min) What is a Database? Database Objects in Access Creating / Opening Databases
	Work in the Navigation Pane (30 min) Rename Objects Making a Copy Deleting Objects Object Properties
	Tables - Design View (3 hours) 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

Your Priority	Topics
	Tables - Datasheet View (2 hours) 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, Number & Date Filters Filter by Form Save Filter as Query
	Queries (2 hours) 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

Your Priority	Topics
	Forms (1.5 hours) 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 (1.5 hours) AutoReports Using the Report Wizard Different Views of Reports Report Bands Adjusting Controls Merging Fields Previewing and Printing

Relating Tables Topics

Your Priority	Topics
	Part 1 – Basics (2 hours) 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
	Part 2 – Advanced (1.5 hours) 1 to 1 Relationships & Self-joins Join Lines / Join Types Multiple Field Primary Keys Lookup Tables, Combo Boxes in Tables Multiple Value Fields

Your Priority	Topics
	Form Layout View (1 hour) Form Layouts and Groups Control Margins/Control Padding Anchoring
	Control Properties (1 hour) 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 (2 hours) 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 (30 min) Change the Background Colour Rulers/Grid Form Properties
	Command Buttons (30 min) Creating with the Wizard Display Picture and/or Text on Button
	Subforms (1 hour) Add to Main Form About Child Fields and Master Fields Edit a Subform from within Main Form

Your Priority	Topics
	Forms & Controls (1.5 hours) Creating Pop Up Forms (Dialog Boxes) Sub Form Totals Bound Options Groups / List Boxes Themes Conditional Formatting
	Tab Control Pages (1 hour) Creating a Tab Control Adding Fields & Formulas Moving Controls to Pages Changing Page Order Adding & Deleting Pages Formatting Pages
	Form Properties (30 min) Edits, Deletions, Additions Data Entry Caption / Shortcut Menu Pictures / Grid X/Y Background Picture / Cycle
	Navigation Forms (1 hour) Adding Forms & Reports Formatting Set Click Colours Have Form Open with Database
	Page Breaks & Form Printing (30 min) Page Breaks Page Headers/Footers White Background Printing
	Multiple Items Forms (1.5 hours) Adding and Aligning Fields Adding Formulas 2 Line Labels Continuous View Format to Resemble Datasheet Dividing Lines Form Header/Footer Continuous vs. Datasheet

Forms Topics – Part 1

Your Priority	Topics
	Creating a Form (3 hours) 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

Forms Topics – Part 2

Your Priority	Topics
	Control Defaults (30 min) For Objects Already on Form Setting Defaults Before Add Field Form/Report Template Properties

Report Topics – Part 1

Your Priority	Topics
<i>Forms Part 1 Knowledge Required</i>	Basic Setup (3 hours) 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 (1 hour) Create Report, Add Fields Set Grouping & Totals Tabs on the Ribbon

Report Topics – Part 2

Your Priority	Topics
	Multi-Column Reports (1 hour) Sorting & Grouping Grouping Tricks Setting Up Columns Adding Fields Adding Column Headings
	Sub Reports (1 hour) Designing a Sub Report Designing a Main Report
	Letters in Access (1 hour) Writing the Letter Inserting the Fields Formatting the Letters Limitations
	Creating & Formatting Graphs (1 hour)

Queries Topics – Part 1

Your Priority	Topics
	Basic Query Design (3 hours) 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

Your Priority	Topics
	Other Query Types (2 hours) Crosstab Queries: Why a Crosstab? Setting Column, Row & Value Grouping Options Entering Criteria Make Table Queries Append Queries Update Queries Delete Queries

Queries Topics – Part 2

Your Priority	Topics
	Relationships in Queries (30 min) Join Types in Queries Query Level Relationships
	Union Queries (2 hours) What is a Union Query? Writing Basic SQL Creating the Union Column Sorting Column Names Setting Criteria Using Parameters Showing Duplicates
	Other SQL Queries (2 hours) Data Definition Queries Pass-Through Queries Subqueries
	Query Based Forms/Reports (1 hour) Determine Sort Order Adding Parameters Based on an SQL Statement Saving SQL as a Query

Queries Topics – Part 2

Your Priority	Topics
	Creating Criteria Dialog Box (2 hours) 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 (1 hour) Using Customer/Contact Combo Manual Synchronizing Automatic Synchronizing

Your Priority	Topics
	Built-in Functions (3 hours) 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

Your Priority	Topics
	Creating Macros (3 hours) 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 Email Database Object Group & Comment Import/Export Spreadsheet Adding Where Conditions Using the Conditions Column Special: SendKeys, AutoKeys, AutoExec Database Startup Settings

VBA Topics (Visual Basic)

Your Priority	Topics
	We have 6 days of material available on this topic and a separate <i>Master Topic List</i> for VBA.

General Advanced Topics

Your Priority	Topics
	Database Analysis (30 min) Analyze Tables Analyze Performance Documenter
	Import, Export, & Link (1 hour) Importing and Linking Tables Exporting Tables or Queries Importing and Linking Excel Files
	Compact, Repair & Encrypt (30 min) Compacting/Repairing a Database Compacting Database on screen Making a Compacted Copy Encrypting/Encoding a Database
	Default Program / Options (1 hour) Application Title/Icon Navigation Options Datasheet Options Defaults for Tables, Queries, Forms & Reports

	Application Parts (1 hour) 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 (3 hours) Splitting a Database (back-end, front-end) Importance of Backing Up a Database Customize Ribbon/Quick Access Toolbar Unbound Forms & Reports Changing Next AutoNumber