

It is essential that users have attended or are completely familiar with all of the Access Level One topics prior to attending the Level Two course. We will build on the topics covered on Level One and really start to understand the use and power of Access by creating a multiple table database and building relationships between tables. We all also look at some of the more advanced field and table properties and further manipulate data through writing calculations in tables and forms.

We will also look at collaborating with other MS Office applications – exporting data to MS Excel and merge records with letters, labels etc. in MS Word.

Recap on Level One Topics

Tables

- ✓ Further Field Properties
- ✓ Data Validation

Table Relationships

- ✓ Database Design Fundamentals
- ✓ Creating Primary and Foreign Keys
- ✓ Working with the Relationship Window
- ✓ Creating Relationships between tables
- ✓ Enforcing Referential Integrity

Filters and Queries

- ✓ Creating Action Queries
- ✓ Creating calculated fields in Queries
- ✓ Working with Append and Create Table Queries

Forms

- ✓ Changing Form Properties
- ✓ Creating a Form that contains a Sub-Form
- ✓ Advanced Form Techniques
- ✓ Adding an option group to a form
- ✓ Add a calculated field to a form

Reports

- ✓ Advanced Report Techniques

Importing and Exporting Data

- ✓ Importing Data from an Excel Worksheet
- ✓ Exporting Data to MS Word & MS Excel
- ✓ Mail Merging Data to MS Word

Adding the Finishing Touches

- ✓ Creating a Control Form
- ✓ Hiding the Database window from users