



Access 2016[®] Intermediate



caring, flexible, professional

Duration: 1 Day

TARGET AUDIENCE

This one-day Access Intermediate Course is designed for users who have an understanding of how tables are created, records are entered, modified, and deleted, and how simple queries, reports and forms are created.

LEARNING OUTCOMES

The aim of this course is to build on the introductory skills of Access 2016 Introduction. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

Data Validation

- Assigning Default Values
- Validation Rules And Text
- Validating Numbers
- Setting Required Fields
- Working With Validations

Formatting Tables

- Changing Column Widths
- Formatting Cells In A Table
- Changing Fonts
- Moving Columns In A Table
- Freezing Columns In A Table
- Hiding Columns In A Table
- Unhiding Columns

Querying Techniques

- Modifying A Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using A Range Expression
- Querying Opposite Values
- Moving Fields In A Query
- Sorting Query Data
- Removing Fields From A Query
- Querying Using Wildcards
- Problem Characters
- Querying With A Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying For Uniqueness

Parameter Queries

- Creating A Parameter Query
- Displaying All Records
- Using Parameters To Display A Range
- Using Parameters In Expressions
- Using Parameters With Wildcards

Calculations In Queries

- Creating A Calculated Field
- Formatting Calculated Fields
- Summarising Data Using A Query
- Changing The Grouping
- Calculating With Dates
- Using Criteria In Calculations
- Concatenating String Fields

Modifying Forms

- Understanding Form Design And Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With A Control Stack
- Changing Control Widths
- Moving Controls On A Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding An Unbound Control
- Adding A Control Source
- Formatting A Control
- Checking The Current Tab Order
- Changing The Tab Order
- Inserting The Date Into The Form Header

Creating And Using Macros

- Understanding Macros And VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
- Documenting Macros

Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence Of Conditions
- Understanding The Versatility Of MsgBox
- Using The MsgBox Function
- Reconfiguring A Message Box
- Using The InputBox Function

Macros On Forms

- Understanding Macros On Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming An Event
- Running An Event Macro
- Modifying An Event Macro
- Setting Echo Off
- Adding A Close Button
- Creating A Search Macro
- Running The Search Macro
- Understanding The Search Macro
- Naming Macros
- Referencing Macro Sheet Macros

Duration: 1 day

Class size: 10 Times: 9am to 4pm

Where to from here: Access 2016 Advanced