

<b>Course Description:</b>	Learn ways to streamline and customize Microsoft Access. Get started with a quick review of topics detailed in the Level I course such as creating tables, Primary Keys, table relationships, and query basics. Gain an understanding of join types and the affect they have on query answers. Learn to work with queries that update, delete, and add information to tables, queries that create tables, and queries that prompt the user for criteria. Learn to create reports based on tables and queries and format those reports. Learn to create data entry forms that include check boxes, drop-down lists, tab controls, and option buttons. Learn to create a user menu system and macros to control user navigation.
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### **Module 1 – Access Basics**

- Creating a Table
- Primary Keys
- Query Basics
- Setting Query Criteria
- Sorting in a Query
- Multi-Table Queries
- Automatic Linking
- Establishing Permanent Table Relationships

### **Module 2 – Advanced Queries**

- Creating a Query to Find Unmatched Records
- Working with Join Types
- Make a Table from Query Data
- Append Information to a Table
- Updating Table Records
- Deleting Records
- Creating Calculated Fields
- Parameter Queries

### **Module 3 – The Report Wizard**

- Creating a Groups/Totals Report
- Editing the Report
- Working with Report Sections
- Adding Objects to the Report
- Modifying the Report Format
- Creating Mailing Labels

### **Module 4 - Advanced Reports**

- Creating a Report in Report Design View
- Page Setup
- Adding Report Sections
- Connecting the Report to a Source
- Adding and Arranging Fields
- Formatting Techniques
- Sorting Reports
- Using Functions in Reports
- Creating a Grouped Report
- Adding Subtotals and Grand Totals

### **Module 5 – Creating and Validating Forms**

- Using the Form Wizard
- Working in Form View
- Design vs. Layout View
- Customizing Forms
- Combination Boxes
- Tab Order
- Setting Form Properties
- Creating a Form to be used as Query Criteria
- Creating Sub Forms
- Using the Tab Control

### **Module 6 – Automating Forms**

- Command Buttons
- Creating Buttons with the Wizard
- Creating Buttons without the Wizard
- Creating a Macro to Close the Form

### **Module 7 – Creating a Menu System**

- Creating the Main Menu
- The AUTOEXEC Macro
- Creating Sub Menus
- Adding Command Buttons

### **Module 8 – Automating Menus with Macros**

- Creating Macros and Submacros
- Setting Macro Arguments
- Assigning Macros to Buttons
- Creating Macros to Run Queries
- Using Conditions in a Macro
- Setting Database Startup Options
- Database Security

### **Appendix – Access Extras**

- Customizing the Ribbon
- Determining Object Dependencies
- Understanding Trusted Locations