



Course Outline



Access – Intermediate Part I

Versions 2007/2010/2013/2016

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Program Objectives: Students will learn how to structure relationships, use more complex query techniques, and create efficient forms.

- ◆ Database Management Applications
- ◆ Saving an Access 2007 Database to an Earlier Access Version
- ◆ Compacting a Database
- ◆ Opening an Existing Database
- ◆ Making a Backup Copy of an Access Database
- ◆ Renaming a Table
- ◆ Field Properties
 - Field Size/Format
 - Input Masks
 - Caption
 - Decimal Places
 - Default Value
 - Validation Rule and Validation Text
 - Required
 - Allow Zero Length
 - Indexed
 - Smart Tags
 - Lookup Tab
- ◆ Queries
 - Creating
 - Query Wizards
 - Wildcard Queries
 - Changing the Order of Fields
 - Comparison Operators
 - Saving the Query
 - Wildcard Query on a Date Field
 - Zoom View
 - Finding Blank/Non-Blank Records
 - Changing Data Affecting a Query
 - Opening an Object in Design View
 - Removing Fields in a Query
 - Calculating with Queries
 - Renaming an Expression Field
 - Changing Properties of a Field
- ◆ Creating Mailing Labels
- ◆ How to Use Relational Databases
- ◆ Designing Relational Databases
- ◆ Setting & Removing the Primary Key
- ◆ Creating Multiple Primary Key Fields
- ◆ Relating Tables
 - One-To-Many Relationships
 - Many-To-Many Relationships
 - One-To-One Relationships
- ◆ Normalizing Tables
- ◆ Referential Integrity
- ◆ Specifying Relationships
- ◆ Editing Relationships
- ◆ Querying Multiple Tables
- ◆ Joining Two Fields (Concatenation)
- ◆ Modifying the Query
- ◆ Types of Joins
- ◆ Viewing or Changing Joins
- ◆ Totals in Queries
- ◆ Forms
 - Designing
 - Form Wizard
 - Toolbar Icons/Ribbon Bars in Design View
 - Changing Paper Size/Orientation/Margins
 - Working With Design Tools
 - Selecting and Sizing Controls
 - Moving/Copying/Deleting Controls
 - Adding Labels/Color/Watermark
 - Aligning Text Within a Label
 - Saving and Printing
- ◆ Exiting Access

Course Prerequisite

Must have Windows and mouse proficiency; Access – Basics or equivalent experience

(4 CPE Credits)