

Access Level 3



A one day course for people moderately experienced with Microsoft Access

Prerequisites

This course assumes students to have completed the preceding Levels, or have equivalent knowledge.

Chapter 1 - Database Maintenance

Back Up Database
Analyze Performance
Compact and Repair
Database Documenter
Object Dependencies
ACCDE files
Split the Database

Chapter 2 - Import and Export Data

Export to Excel
Export to Word
Export to PDF
Use a Saved Export Task
Import from Excel to a New Table
Append Data from Excel to an Existing Table
Normalise Imported Tables
Link to Excel
Import or Link from Another Access Database
Access 2013 Doesn't Support Data Collection

Chapter 3 - Advanced Queries

About the Expression Builder
Create a Calculated Field
Show Top Values
Create Function Queries
Concatenations and Null Precedence
Using Null as a Criterion
Use Calculations to Impose Case
Iif Calculations
Nested Iif Functions

Calculating with Dates
Format Fields
Querying Multivalued Fields

Chapter 4 - Action and SQL Queries

Enabling and Running Action Queries
Create an Update Query
Create an Append Query
Create a Delete Query
Automatic Archiving
Create a Make Table Query
Hide Action Queries
SQL

Outer Joins
Create a Union Query
Other SQL-specific queries

Chapter 5 - Subforms and Calculations

Automatically Create Forms and Subtables
SubDataSheets in SubTables
Manually Insert a Subform
Default View for the Subform
Calculate Totals for Subforms
Hide a Subform
Hide Columns in a Combo Box
Linking to Combo Box Columns
Preventing Data Entry in Calculated Fields
Cascading Combo Boxes
Create a Second Combo Box
Add a Selection Criterion to the Client Box
Use the Refresh Macro