

Microsoft Access 2016 Intermediate

Course Description

This course aims to build on the skills covered in the Introduction level course. Participants will learn how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and will cover an introduction to some basic automation techniques involving macros.

Learning Outcomes

At the completion of Microsoft Access 2016 Intermediate you should be able to:

- use various data validation features in Access to protect data
- format the data in a table
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- modify and adapt an existing form according to specific needs
- create a navigation form for a database in Access 2016
- create forms using a combination of wizards and manual techniques
- create and use macros in Access
- work with a number of macro techniques
- create and work with macros in forms
- create and manage custom categories and groups in the Navigation Pane

Prerequisites

Microsoft Access 2016 Intermediate assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft Access 2016 Intermediate course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Data Validation

- Assign Default Values
- Validation Rules and Text
- Set Required Fields
- Work with Validations

Formatting Tables

- Change Column Widths
- Format Cells in a Table
- Move and freeze columns in a Table
- Hide and Unhide Columns in a Table

Querying Techniques

- Modify a Saved Query
- Create an AND and OR Queries
- Query Numeric Data or Dates
- Using a Range Expression
- Query Opposite Values
- Sort Query Data
- Query Using Wildcards
- Query with a Lookup Table
- Sort Query Data Numerically
- Display NULL Values

Parameter Queries

- Create a Parameter Query
- Use Parameters to Display a Range
- Use Parameters in Expressions
- Use Parameters with Wildcards

Calculations in Queries

- Create a Calculated Field
- Summarise Data Using a Query
- Calculate with Dates
- Use Criteria in Calculations
- Concatenating String Fields

Modifying Forms

- Work with a Control Stack
- Change Control Widths
- Move and Align Controls on a Form
- Add an Unbound Control
- Add a Control Source
- Change the Tab Order
- Insert the Date into the Form Header

Using a Navigation Form

- Create a Simple Navigation Form
- Create a Complex Navigation Form
- Create Subsidiary Pages
- Apply a Theme
- Modify Properties
- Automatically Start the Navigation Form

DIY Forms

- Create a Multiple Item Form
- Adjust the Layout of a Form
- Disable Fields
- Add an Easy Lookup Field
- Add Buttons to a Form
- Adjust Form Properties

Creating and Using Macros

- Create a Macro
- Run a Macro
- Modify an Existing Macro
- Interact with the User

Macro Techniques

- Create a Print Macro
- Create a Sequence of Conditions
- Use the MsgBox Function
- Reconfigure a Message Box
- Use the InputBox Function

Macros on Forms

- Create Navigation Macros
- Create Unassigned Buttons
- Run or Modify an Event Macro
- Set Echo Off
- Add a Close Button
- Create and run a Search Macro

Navigation Pane Protection

- Understand the Navigation Pane
- Create Custom Categories
- Create Custom Groups
- Add Objects to a Group
- Hide Groups and Objects
- Show Hidden Groups and Objects