



Microsoft® Access (Level 2)

Description: Students will learn about advanced file tasks: using computer within access, database management, saving files, exporting files, and linking files. Working with tables: customizing tables, formatting tables, controlling table data entry, and managing table data entry. Working with forms: basic form controls, advanced form controls, formatting your form, formatting controls, and formatting records. Working with reports: organizing report data, formatting reports, and common report tasks. Working with queries: basic queries, multiple table queries, advanced queries, and management (action) queries.

Microsoft® Access

Lesson 1: Controlling Data Entry

- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats for Entering Field Values
- Create a List of Values for a Field

Lesson 2: Joining Tables

- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Set the Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Lesson 4: Improving Forms

- Restrict Data Entry in Forms
- Organize Information with Tab Pages
- Add a Command Button to a Form
- Create a Subform
- Display a Summary of Data in a Form
- Change the Display of Data Conditionally

Lesson 5: Customizing Reports

- Organize Report Information
- Format Reports
- Control Report Pagination
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge