

# ACCESS 2010/2013/2016

## LEVEL 2 – ADVANCED DATABASE DESIGN

2-day course

Course Code: D152

### WHO SHOULD ATTEND?

This course is intended for participants who are familiar with Microsoft Office Access.

### PREREQUISITES

Microsoft Office Access Level 1 - Database Design or equivalent knowledge.

### COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Overview of the databases that will be used during the course
- Enhance tables by creating lookups
- Create various types of advanced queries
- Create advanced forms by adding controls, subforms, calculations, and graphic images
- Create advanced reports by adding controls, grouping, subforms, calculations, graphic images, and charts
- Work with and create web-based objects

### COURSE CONTENT

#### DATABASE OVERVIEW

Database Overview

#### ENHANCING TABLES

Copying a Database Object; Lookup Fields; Creating a Lookup

#### ADVANCED QUERIES

Query Overview; The Query Wizard; Nested Queries; Query Joins; Make Table Queries; Append Queries; Summary Queries; Crosstab Queries

#### ADVANCED FORMS

Form Design; Controls; Form Properties; Subforms; Advanced Calculations; Customizing Forms

#### ADVANCED REPORTS

Designing Reports; Sorting and Grouping; Layout Properties; Calculations; Subreports; Graphic Reports; Chart Wizard

#### SUPPLEMENTAL TOPICS: WORKING WITH WEB TOOLS

Working with Web Pages; Hyperlinks