

# Microsoft Access Level 2

Course ACC-02

2 Days

Instructor-led, Hands on

## Introduction

Students will learn the analyzing and reporting aspects of databases in Microsoft Access. Students will also learn how to further enhance form and report design.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

## At Course Completion

Upon successful completion of this course, students will be able to:

- Create basic and advanced queries
- Create and design reports
- Import data into Access
- Export data from Access
- Use advanced form design features
- Use advanced report design features

## Prerequisites

Students should be familiar with the concept of relational databases and understand the role of tables and relationships between tables in an Access database.

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Access Level 1

## Course Outline

### Module 1: Review of Access Level 1

- Importing Data from an Access Database
- Importing Data from Excel
- Creating table relationships

### Module 2: Querying a Database

- Building a Query Using a Wizard
- Building a Query in Design View
- Working with Join Types in Queries

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- Using a Single Criterion to Limit Results
- Using Multiple Criteria to Limit Results
- Using Keywords in Queries
- Using Wildcards in Criteria
- Building a Parameter Query

### **Module 3: Calculations and Groups in Queries**

- Adding Calculated Fields to Queries
- Adding Groups and Totals to Queries

### **Module 4: Creating Action Queries**

- Updating Records with an Update Query
- Copying Records with an Append Query
- Deleting Records with an Action Query
- Using a Make-Table Query

### **Module 5: Writing Advanced Queries**

- Creating a Subquery
- Union Queries
- Queries That Find Duplicate Records in a Table
- Queries That Find Unmatched Records between Tables
- Crosstab Queries
- Using Autolookup Queries

### **Module 6: Advanced Form Design**

- Using the Form Header to Search for Data
- Setting up Tab Forms
- Creating a Dialog Form
- Setting Dialog Form Properties

### **Module 7: Generating Reports**

- Creating Basic Reports
- Creating a Report Using the Report Wizard
- Creating a report from scratch
- Making basic report enhancements
- Printing a Report

### **Module 8: Customizing Reports**

- Adding a Group to an Existing Report
- Adding a Custom Calculation to a Report

## **Module 9: Enhancing Reports**

- Controlling page breaks and page layouts
- Including a chart in a report
- Using customized groups and layouts in reports
- Saving the report as a PDF file
- Adding line numbers to a report

## **Module 10: Exporting Data**

- Exporting a Query to Excel
- Exporting a Report to Excel
- Exporting a Report to Word