

Access XP - Intermediate

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should have attended the Introductory course, or have gained similar knowledge in the workplace	
Objectives: At the end of the course, the delegate will be able to: Create and use a relational database • Understand, create and edit table relationships • Modify table properties and apply an input mask • Run multi-table queries • Design and create forms with many sections and controls • Create reports and save as a web page • Use hyperlinks • Compact and repair a database	

Relational Database Management Systems Designing And Planning A Database • What Is A Relational Database? • Primary And Foreign Keys • Relationships And Referential Integrity
Table Relationships Creating And Editing A Relationship • Enforcing Referential Integrity • Setting The Default Join Type • Using A Lookup Field For Referential Integrity • Displaying Related Records In A Subdatasheet
Modifying A Table Adding A Field Description • The Default Value Property • The Required Property • The Allow Zero Length Property • The Format Property • Applying An Input Mask • Validating Data At Field Level • Validating Data At Table Level • Setting Up An Index • Modifying Tables In Fields • Optimising Data Type And Field Size Usage • Using The Office Clipboard To Paste Multiple Items
Customising Queries Creating And Modifying A Multi-Table Query • Changing The Join Type In A Query • Creating A Query To Summarise Data • Adding A Calculated Field To A Query • Using The Expression Builder • Applying Query Properties And Field Properties In Queries
Customising Forms The Form Design Worksurface • Using Form Sections • Resizing A Form Section • Modifying The Properties Of Form Objects • Adding A Control To A Form • Adding A List Box Control Using The Control Wizard • Modifying The Layout Of Form Controls • Modifying The Properties Of Form Controls • Formatting Controls On A Form • Adding A Calculated Control To A Form
Customising Reports The Report Design Worksurface • Using Report Sections • Resizing A Report Section • Modifying The Properties Of Report Objects • Adding A Control To A Report • Modifying The Layout Of Report Controls • Modifying The Properties Of Report Controls • Formatting Controls On A Report • Adding A Calculated Control To A Report • Saving Output As A Web Page • Adding A Hyperlink To A Report Or Form • Adding A Hyperlink To A Datasheet
Database Tools Backing Up And Restoring A Database • Compacting And Repairing A Database

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode ACCIXP

