

Course 55280-A: Advanced Microsoft Access 2019

Course outline

Module 1: Relationships

This module explains how to work with relationships in Microsoft Access.

Lessons

- Review
- Referential Integrity
- Relationships
- A Few Words about Naming Conventions

Lab : Installing and Configuring Windows 7

After completing this module, students will be able to:

- Understand referential integrity.
- Establish relationships between tables.

Module 2: Queries

This module explains how to work with queries in Microsoft Access.

Lessons

- Query Design View
- Review of Select Queries
- Review of Select Queries with Criteria
- Logical Operators
- Parameter Queries
- Action Queries

Lab : Queries Exercises

- Creating Select and Action Queries
- Creating a Parameter Query

After completing this module, students will be able to:

- Work with select and action queries.
- Work with logical operators.
- Create and run select, parameter, make table, append, update, and delete queries.

Module 3: Table Functions

This module explains how to work with table functions.

Lessons

- Importing Data
- Linking Tables from External Sources
- Import Tables from Other Databases
- Tables from Templates and Application Parts

Lab : Table Functions Exercises

- Importing Data from Excel
- Exporting Data to Excel

After completing this module, students will be able to:

- Import data from Excel.
- Export data to Excel.

Module 4: Forms

This module explains how to work with forms in Microsoft Access.

Lessons

- Design View
- Formatting
- Tab Order
- Create Forms with Application Parts
- Creating a Subform
- Alter a Form

Lab : Creating Forms

After completing this module, students will be able to:

- Understand the parts of a form.
- Add objects to a form.
- Add, move, format, and order fields on a form.
- Understand controls available for forms. Work with form properties, section properties

Module 5: Reports

This module explains how to work with reports in Microsoft Access.

Lessons

- Design View
- Report Sections
- Arranging Fields on a Report
- Resizing the Detail Section
- Grouping and Sorting
- Setting Properties on a Report
- Special Report Fields
- Controls
- Subreports
- Application Parts
- Deleting a Report
- Formatting a Report

Lab : Creating Reports

After completing this module, students will be able to:

- Create and format Access reports.
- Work with the various sections of a report.
- Group, sort, and add totals for records on a report.
- Work with the Expression Builder.
- Work with property sheets.

Module 6: Macros

This module explains how to work with macros in Microsoft Access.

Lessons

- Macro Basics
- Running a Macro

Lab : Creating Simple Macros

After completing this module, students will be able to:

- Create several simple macros.
- Run macros.

Module 7: Completing the Desktop Application

This module explains how to complete the desktop application in Microsoft Access.

Lessons

- The Navigation Form
- Running Macros from a Navigation Form
- Setting the Navigation Form as the Default Form
- Splitting the Database
- Distributing the Front-end Database
- Database Maintenance

Lab : Creating a Navigation Form

After completing this module, students will be able to:

- Create navigation forms.
- Split an Access database into front-end and back-end databases.
- Distribute an Access database front end to your users.