

# Access Level 2

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 2 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Overview

This two-day course completes the design and build phase from level 1 and focuses on the skills necessary to write queries and reports. Also covering filters, exporting data, advanced forms, advanced reports, macros on forms.

## Course Outline

### Lesson 1:

- Importing data into access
- Importing data from an access database
- Importing data from excel

### Lesson 2:

- Querying a database
- Building a query using a wizard
- Building a query in design view
- Working with join types in queries
- 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

### Lesson 3:

- Calculations and groups in queries
- Adding calculated fields to queries
- Adding groups and totals to queries

### Lesson 4:

- Generating reports
- Creating basic reports
- Creating a report using the report wizard
- Making basic report enhancements
- Printing a report

### Lesson 5:

- Customizing reports
- Adding a group to an existing report
- Adding calculations to a report



**Lesson 6:**

- Creating action queries
- Updating records with an update query
- Copying records with an append query
- Deleting records with an action query
- Use a make-table query

**Lesson 7:**

- Exporting data
- Exporting a query to excel
- Exporting a report to excel
- Exporting a report to word

**Day 2****Lesson 1:**

- Using macros on forms using a macro to open a form
- Using a macro to validate data
- Using a macro to automate data entry

**Lesson 2:**

- Using macros on tables and reports
- Table macros
- Report macros

**Lesson 3:**

- 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
- Pivot tables and charts in queries

**Lesson 4:**

- Advanced form design
- Using the form header to search for data
- Setting up tab forms
- Creating a dialog form
- Setting dialog form properties

**Lesson 5:**

- Enhancing reports
- Including a chart in a report
- Using customized groups and layouts in reports
- Saving the report as a pdf file

**Lesson 6:**

- Finalizing the database interface
- Create a switchboard
- Setting startup options

To register or for more information call our office (208) 898-9036 or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)



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