Access 2010/2013 Level 2

Audience

This course is intended for people who are familiar with the fundamental properties of Microsoft Access. They should have created a simple database; entered and edited data; and created basic queries. They should also understand the use of the criteria words - Like, Between, AND, and OR.

The information in this course is important to both users and developers. For users, queries are the gateway to reporting and transferring data to spreadsheets and word processors. For developers, queries replace many activities that are programmed in code by other database programs and programming languages.

Description

The course uses a combination of lecture, hands-on practice, and independent exercises to continue to familiarize students with multiple table queries in Access. The course emphasizes the use of Access through commands rather than wizards.

Students create expressions and parameters within queries. They optimize table indexes and properties to make more efficient queries. Built in database functions are examined. Issues pertaining to exporting and importing data are also considered.

Objectives

Upon successful completion of the class, students should be able to:

- Understand table and query properties
- Create primary keys for tables
- Create indexed fields in tables
- Create lookup fields in datasheets
- Create expressions in fields and criteria
- Use functions within expressions
- Use parameters in fields and criteria
- Export and import data to Access, Excel, Word, and ASCII data formats

Length

1 day

Beyond this Level

When you have successfully completed this class, the next class you should consider is Access Level 3. Level 3 covers multiple source queries; relationships between tables; analyzing statistical columns by creating totals queries, matrix summarization using crosstab queries, action queries to change many records at one time, and simple macros to automate queries and transferring data. Be sure to leave time for practice before registering for the next level.

I. Table and Query Properties

- A. Identifying Field Size
- B. Formatting Fields
- C. Setting an Input Mask for Data Input Consistency
- D. Inserting Field Captions
- E. Setting Up Default Values
- F. Using Validation Rules and Text
- G. Identifying Required Fields
- H. Using the Description Field
- I. Setting Datasheet Options
- J. Using the Name AutoCorrect Feature

II. Indexing and Lookups

- A. Using Multiple Table Design
- B. Identifying and Assigning Primary Keys
- C. Indexing Fields
- D. Indexing on Multiple Fields
- E. Creating Lookups

III. Expressions in Queries

- A. Introduction to the Expression Builder
- B. Building Numerical Expressions
- C. Building Formatting Expressions
- D. Creating Date and Time Expressions
- E. Creating Text Expressions
- F. Sorting and Creating Criteria in Expressions

IV. Functions in Queries

- A. Creating IIF Function
- B. Using Date and Time Functions
- C. Inserting Text Functions

V. Parameters in a Query

- A. What is a Parameter?
- B. Creating Multiple Parameters
- C. Data Typing Parameters
- D. Creating a Criteria Expression with Parameters
- E. Reordering Parameters
- F. Identifying a Parameter as a Field (Optional)
- G. Using Parameters in Expressions Fields (Optional)

VI. Exporting and Importing Data

- A. Importing an Access Table from a Database
- B. Import and Linking an Excel Spreadsheet into an Access Database
- C. Export data from an Access Datasheet into a Word Document
- D. Export Data from an Access Datasheet into a PDF Document
- E. Export an Access Database to ASCII