

Access 2010/2013 Level 3

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| Audience | <p>This course is intended for learners who are familiar with any version of Microsoft Access. You should be able to create a database, add expressions and parameters within queries, optimize table indexes and properties to make more efficient queries. Students should take Access Level 2 prior to taking this class or have equivalent skills.</p> <p>The information in this course is important to developers and includes advanced query concepts. Queries replace many activities that are programmed in code by other database programs and programming languages.</p> |
| Description | <p>The course uses a combination of lecture, hands-on practice, and independent exercises to continue to familiarize students with queries and macros important to development in Microsoft Access. The focus of this course is to learn how to use Access more efficiently through commands and greater awareness of multiple table database design.</p> <p>Learners will define permanent relationships between tables, build queries based on other queries, create action queries including update, delete, append, and make tables, design and build totals and crosstab queries. Additionally, students learn how to build simple macros and if time permits, perform data analysis using both an Excel PivotTable and PivotChart. Students using Access 2013 can also learn how to create a database table in SharePoint 2013.</p> |
| Objectives | <p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create outer join, multiple join, and no join queries■ Define permanent relationships between tables■ Create totals or group by queries■ Create crosstab queries■ Create queries based on totals and crosstab queries■ Create update, append, delete, and make table queries■ Create a simple macro to automate queries and importing/exporting■ Create and modify Excel PivotTables and PivotCharts (optional)■ (Access 2013 Only) Create an Access web app, view and modify the data in SharePoint (optional) |
| Length | 1 day |
| Beyond this Level | <p>When you have successfully completed this class, you should consider Access Reports and Forms. That course covers editing skills for modifying reports and forms; creating custom reports and forms; enhancing reports including adding sorting and grouping; adding lines, rectangles check boxes and combo boxes; using various properties to customize both reports and forms. Be sure to leave time for practice before registering for the next level.</p> |



I. Setting up Relationships

- A. Creating Multiple Source Queries
- B. What are Relationships?
- C. Expanding/Collapsing Subdatasheets
- D. Enforcing Referential Integrity
- E. Using Cascading Updates and Deletes
- F. Specifying Join Types
- G. Creating Multiple Joins

II. Totals Queries

- A. What are Statistical Calculations?
- B. Using Statistical Calculations While Grouping
- C. Excluding Rows Before Grouping
- D. Excluding Results of Grouping
- E. Top Values
- F. Using Expressions While Grouping
- G. Displaying the Detail Data of a Totals Query
- H. No Join or Cross Product Queries

III. Crosstab Queries

- A. What is a Crosstab Query?
- B. Column or Row Heading with Expression
- C. Multiple Row Headings
- D. Adding Row Totals
- E. Excluding Rows Before Crosstabbing
- F. Fixed Column Headings (Optional)
- G. Replacing Nulls with Zeros (Optional)

IV. Action Queries

- A. Updating a Query
- B. Appending a Query
- C. Making a Table Query
- D. Deleting a Query

V. Introduction to Macros

- A. Macro Design
- B. Starting and Saving a Macro
- C. Selecting an Action
- D. Selecting an Action Argument
- E. Running a Macro Manually
- F. Creating a Macro to View/Edit Tables/Queries
- G. Creating a Macro to Transfer Data

VI. PivotTables and PivotCharts (Optional)

- A. (2013) Exporting Access Data to Excel
- B. What is a PivotTable or PivotChart
- C. (2013) Creating a PivotTable in Excel
- D. (2013) Creating and Modifying PivotCharts in Excel
- E. (2010) Creating a PivotTable/PivotChart
- B. (2010) Elements of a PivotTable/PivotChart
- C. (2010) Modifying a PivotTable/PivotChart
- D. (2010) Grouping and Sorting PivotTable Fields
- E. (2010) Customizing the Layout

VII. Creating Access 2013 Web Apps (Optional Access 2013 Only)

- A. Creating a Custom Access App
- B. Adding an access Table to the Web App
- C. Viewing the Web App
- D. Adding a New Record to the Web App
- E. Removing the Access Web App