

Access Advanced

Building a Relational Databases

- Normalisation of data
- Primary and secondary keys
- Field Types
- Multiple field indexes
- Naming Conventions
- Data Validation
- Table Level Validation
- Relationships and Referential Integrity
- Join Types
- Using Lookups for Referential Integrity
- Multi-Table Datasheet View

Forms

- Using Advanced Forms Features
- Creating a Calculated Control
- Multi Table Forms.
- Using the Sub form Control
- Adding a Graphic to a Form
- Switchboard Forms
- The toolbox; bound and unbound controls
- Using Hyperlinks in Forms

Queries

- Filtering Query Results
- Parameter Queries
- Creating Summary Queries
- Formatting Query Output
- Relationships
- Query Join Types
- Planning an Action Query.
- Make Table and Append Queries
- Delete and Update Queries

Reports

- Applying Sorting and Grouping to Reports
- Performing Calculations on Reports.
- Adding a Graphic to a Report
- Using the Sub report Control
- Modifying Section Properties.
- Concatenating data
- Using Hyperlinks
- Using the Chart Wizard