

Access Level 2

Audience

This course is intended for people who are familiar with any version of Microsoft Access. They should have created a simple database; entered and edited data; and created basic queries. They must be able to add, move, and delete fields from a designed query; sort data through a query; and apply logical, wildcard, and null criteria to limit the records in a query. 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.

The focus of this course is to use Access more efficiently and productively through commands. It is intended to not only show the student the wide range of problem solving that is available in Access, but to allow them to gain techniques that master database processes. 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.

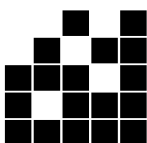
Objectives

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 working with multiple source queries; creating relationships to identify links between tables; analyzing statistical columns by creating totals queries, matrix summarization using crosstab queries, and various action queries to change many records at one time. Be sure to leave time for practice before registering for the next level.

I. Table and Query Properties

- A. Field Size
- B. Format and Decimal Places
- C. Input Mask
- D. Caption
- E. Default Value
- F. Validation Rule and Text
- G. Required
- H. Description
- I. Setting Datasheet Options
- J. Using the Name AutoCorrect Feature

II. Indexing and Lookups

- A. Multiple Table Design
- B. Primary Key
- C. Indexed Property
- D. Multiple Field Index
- E. Looking Up Key Descriptions

III. Expressions in Queries

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

IV. Functions in Queries

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

V. Parameters in a Query

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

VI. Exporting and Importing Data

- A. Access Databases
- B. Excel Spreadsheets
- C. Word Documents
- D. Delimited ASCII
- E. Fixed ASCII (Optional)