



# Course Outline



## Access – Intermediate Part I

Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn how to structure relationships, use more complex query techniques, and create efficient forms.

- ◆ Database Management Applications
- ◆ Saving an Access 2007 Database to an Earlier Access Version
- ◆ Compacting a Database
- ◆ Opening an Existing Database
- ◆ Making a Backup Copy of an Access Database
- ◆ Renaming a Table
- ◆ Field Properties
  - Field Size/Format
  - Input Masks
  - Caption
  - Decimal Places
  - Default Value
  - Validation Rule and Validation Text
  - Required
  - Allow Zero Length
  - Indexed
  - Smart Tags
  - Lookup Tab
- ◆ Queries
  - Creating
  - Query Wizards
  - Wildcard Queries
  - Changing the Order of Fields
  - Comparison Operators
  - Saving the Query
  - Wildcard Query on a Date Field
  - Zoom View
  - Finding Blank/Non-Blank Records
  - Changing Data Affecting a Query
  - Opening an Object in Design View
  - Removing Fields in a Query
  - Calculating with Queries
  - Renaming an Expression Field
  - Changing Properties of a Field
- ◆ Creating Mailing Labels
- ◆ How to Use Relational Databases
- ◆ Designing Relational Databases
- ◆ Setting & Removing the Primary Key
- ◆ Creating Multiple Primary Key Fields
- ◆ Relating Tables
  - One-To-Many Relationships
  - Many-To-Many Relationships
  - One-To-One Relationships
- ◆ Normalizing Tables
- ◆ Referential Integrity
- ◆ Specifying Relationships
- ◆ Editing Relationships
- ◆ Querying Multiple Tables
- ◆ Joining Two Fields (Concatenation)
- ◆ Modifying the Query
- ◆ Types of Joins
- ◆ Viewing or Changing Joins
- ◆ Totals in Queries
- ◆ Forms
  - Designing
  - Form Wizard
  - Toolbar Icons/Ribbon Bars in Design View
  - Changing Paper Size/Orientation/Margins
  - Working With Design Tools
  - Selecting and Sizing Controls
  - Moving/Copying/Deleting Controls
  - Adding Labels/Color/Watermark
  - Aligning Text Within a Label
  - Saving and Printing
- ◆ Exiting Access

### Course Prerequisite

Must have Windows and mouse proficiency; Access – Basics or equivalent experience