



# Course Outline



## Access – Intermediate Part II

Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn how to create more complex forms and subforms, how to create and use macros, and how to create more complex reports.

- ◆ Database Management Applications
- ◆ Compacting a Database
- ◆ OLE Data Types
- ◆ Inserting an OLE Object
- ◆ Form Design Tips
- ◆ Properties
- ◆ Forms
  - Customer Purchase Query
  - Designing a Subform
  - Adding a Subform to a Main Form
  - Adding a Command Button
  - Changing the Properties
    - Sorting on the Form
    - Allowing Edits
    - Allowing Deletions
    - Allowing Additions
  - Modifying Data Entry Properties
  - Adding a "Title" Field
  - Format Painter Feature
  - Changing the Tab Order
  - Adding a Combo Box
    - Limit to List
    - List Width
    - Bound Columns
    - Control Source
  - Adding a Text Box
    - Enabled
    - Locked
- ◆ Forms (cont.)
  - Adding a Text Box (cont.)
    - Validation Rule
    - Validation Text
    - Default Value
    - Format
    - Decimal Places
  - Adding an Option Group
- ◆ Introduction to Macro Actions
- ◆ Creating a Macro
- ◆ Additional Form Enhancements
  - Record Selectors
  - Navigation Buttons
  - Data Entry
- ◆ Reports
  - Creating a Report
  - Reviewing Report Components
  - Modifying a Header/Footer
  - Adding a Field
  - Customer Dialog Form
    - Assigning the Macros
    - Entering Criteria in the Underlying Query
  - Attaching the Correct Macros
  - Calculated Fields
- ◆ Parameter Queries
- ◆ Setting a Prompt in Parameter Queries

### Course Prerequisite

Must have Access – Intermediate Part I or equivalent experience