Access Level 2 – Intermediate

What Can You Expect?

Whether you are new to Access or you have worked with it before, this course is designed for individuals whose job responsibilities include creating new databases, tables, as well as working with and revising intermediate-level queries, forms and reports.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 117972   **NQF Level:** 4   **Credits:** 6
US Title: Use a database application to solve a given problem.

2 Day Course Content

An Overview of Access
Start Access & Understand the Interface
Create a New Database using a Template
Create a New Database
Open and Close an Existing Database
Understand the purpose of Access Objects

Creating Tables
Basic Tables Using the Wizard
Basic Forms Using AutoForms
Tables by Entering Data
Tables in Design View
Tables by Importing Excel Spreadsheets
Tables by Importing Text Files
Add Primary Keys
Understand Indexing

Working with Tables
Enter and Edit Records in a Table
Add, Remove and Move Fields in a Table
Understand Field Data Types
Understand the Lookup Wizard
Choose Appropriate Data Types
Customise Table Datasheet View
Modify Table Properties in Design View
Sort & Filter Records in Tables
Use Find and Replace
Import & Export Tables

Table Relationships
Use the Lookup Wizard
Create a One to Many Relationship

Forms
Create Forms using Wizard and AutoForms
Create Chart Forms
Create PivotTable Forms
Enter and Edit Records in a Form
Add, Size and Move Fields in a Form
Format and Align Form Fields
Modify Field Properties in a Form
Print Preview and Print Forms

Queries
Create Queries using Wizard
Create Query in Design View
Create Query to find Duplicate Records
Create CrossTab Query
Add, Arrange and Hide Fields
Sort Data, Add Criteria
Create Calculated Fields
Save & work with Queries

Reports
Create Reports using Wizard
Create Reports using Auto Reports
Create Mailing Labels
Create Chart Reports
Add, Size and Move Fields in a Report
Format and Align Report Fields
Modify Field Properties in a Report
Print Preview and Print Reports