

Access Level 3 - Advanced

What Can You Expect?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

What Is Required from You?

To ensure success in this course, knowledge of intermediate features of Access tables, relationships, queries, forms, and reports is recommended. Learners should be competent in SAQA US ID: 117927 – Use a database application to solve a given problem, or have the equivalent knowledge.

Unit Standard Alignment

SAQA ID: 258881

NQF Level: 4

Credits: 5

US Title: Design complex tables and queries using a database to solve a given problem.

2 Day Course Content

Relationships

Create Primary Keys
Establish Multiple Field Primary Keys
Understand Table Relationships
Create One to One Relationships
Create One to Many Relationships
Create Many to Many Relationships
Enforce Referential Integrity
Edit and Delete Relationships
Manage the Relationship Window
Explore Benefits of Relationships

Advanced Queries

Use Unmatched Queries to Solve Integrity Conflicts
Create Joins in Queries
Create Parameter Queries
Use Advanced Functions in Queries:

- Concatenation
- If Statements
- Text Functions
- Date Functions
- Simple SQL Syntax

Create, Implement and Edit Action Queries:

- Make Table Query
- Update Query
- Append Query
- Delete Query

Advanced Forms

Create Forms with SubForms
Insert and Edit Controls on Forms
Modify Form Properties
Create Calculate Field in Forms
Apply Form AutoFormats

Advanced Reports

Create Reports using Parameter Queries
Modify Report Properties
Create Grand Totals and Calculated Field
Print Preview and Print Reports

Other

Create, Run and Edit Macros
Use the Autoexec Macro
Create, Edit and Implement a Switchboard
Customise the Quick Access Toolbar
Define Start Up Options
Compact and Repair a Database
Understand and Explore Database Replication