

Microsoft Access 2013 - Intermediate

General Description

Develop existing databases using data validation techniques, table formatting, enhanced queries, modified forms, calculated fields and macro operations.

Learning Outcomes

- Assign default values, create validation rules and set required fields
- Modify table layout options and format cells in a table
- Create AND, OR and wildcard based queries
- Develop a variety of interactive parameter queries
- Create a calculated field, summarise query data and concatenate string fields
- Switch between form views, modify form controls and change the tab order
- Create a navigation form with page tabs and apply form themes
- Adjust the layout of a form, create a subform and add buttons to a form
- Create, run and modify macros
- Enhance macros using the MsgBox function, InputBox function and conditions
- Produce form navigation, form event and search macros
- Create and manage custom categories and groups in the Navigation Pane

Duration

One Day

Prerequisite

Basic understanding of Microsoft Access

Topics

Data Validation

Formatting Tables

Querying Techniques

Parameter Queries

Calculations in Queries

Modifying Forms

Using a Navigation Form

DIY Forms

Creating and Using Macros

Macro Techniques

Macros on Forms

Navigation Pane Protection