

Access Level 2

Course Description

Students will learn intermediate level Access skills.

Prerequisites

Windows Introduction and Access Level 1, or equivalent knowledge.

What Next?

Access Level 3 is the third course in this series. Students can take Access Level 3 and Level 4 to learn advanced features.

Course Content

Unit 1: Relational databases

- Database normalization
- Relating tables
- Implementing referential integrity

Unit 2: Related tables

- Lookup fields
- Modifying lookup fields
- Subdatasheets

Unit 3: Complex queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

Unit 4: Advanced form design

- Adding unbound controls
- Adding graphics
- Adding calculated values
- Advanced form types

Unit 5: Reports and printing

- Customized headers and footers
- Adding calculated values
- Printing
- Labels

Unit 6: Charts

- Charts in forms
- Charts in reports

Unit 7: PivotTables and PivotCharts

- PivotTables
- Modifying PivotTables
- PivotCharts
- PivotTable forms