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