



Microsoft Access Expert

Online Course



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Microsoft Access Expert

Course Modules



1. Manage databases

Modify database structure

- Import objects or data from other sources
- Delete database objects
- Hide and display objects in the Navigation Pane

Manage table relationships and keys

- Understand relationships
- Display relationships
- Set primary keys
- Enforce referential integrity
- Set foreign keys

Print and export data

- Configure print options for records, forms, and reports
- Export objects to alternative formats

2. Create and modify tables

Create tables

- Import data into tables
- Create linked tables from external sources
- Import tables from other databases



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Manage tables

- Hide fields in tables
- Add total rows
- Add table descriptions



Manage table records

- Find and replace data
- Sort records
- Filter records

Create and modify fields

- Add and remove fields
- Add validation rules to fields
- Change field captions
- Change field sizes
- Change field data types
- Configure fields to auto-increment
- Set default values
- Apply built-in input masks

3. Create and modify queries

Create and run queries

- Create simple queries
- Create basic crosstab queries
- Create basic parameter queries
- Create basic action queries
- Ceate basic multi-table queries

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Modify queries

- Add, hide, and remove fields in queries
- Sort data within queries
- Filter data within queries
- Format fields within queries

4. Modify forms in layout view

Configure form controls

- Add, move, and remove form controls
- Set form control properties
- Add and modify form labels

Format forms

- Modify tab order on forms
- Sort records by form field
- Modify form positioning
- Insert information in form headers and footers
- Insert images on forms

5. Modify reports in layout view

Configure report controls

- Group and sort fields on reports
- Add report controls
- Add and modify labels on reports

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Format reports

- Format a report into multiple columns
- Modify report positioning
- Format report elements
- Change report orientation
- Insert information in report headers and footers
- Insert images on reports

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The efficiency of online learning in terms of time management, flexibility, and the ability to access resources anytime, anywhere can be compelling.



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