

Access Level 2 - Intermediate

Duration: 2 Days

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 117927

NQF Level: 4

Credits: 6

US Title: Use a database application to solve a given problem

Who should attend?

This course is designed for individuals whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms and reports.

An Overview of Access

- Start Access & Understand the Access Screen Layout
- Create a New Database using a Template
- Create a New Database
- Open and Close an Existing Database
- Understand the purpose of Access Objects

Creating Tables

- Create Basic Tables Using the Wizard
- Create Basic Forms Using AutoForms
- Create Tables by Entering Data
- Create Tables in Design View
- Create Tables by Importing Excel Spreadsheets
- Create Tables by Importing Text Files
- Add Primary Keys
- Understand Indexing

Working with Tables

- Enter and Edit Records in a Table
- Add, Remove and Move Fields in a Table
- Understand Field Data Types (incl. Lookup Wizard)
- Choose Appropriate Data Types
- Customise Table Datasheet View
- Modify Table Properties in Design View
- Sort Records in Tables
- Filter Records by Selection and Form
- Use Find and Replace
- Import & Export Tables

Table Relationships

- Use the Lookup Wizard to Create a Relationship
- Create a One to Many Relationship

Forms

- Create Forms using Wizard and AutoForms
- Create Chart Forms
- Create PivotTable Forms
- Enter and Edit Records in a Form
- Add, Size and Move Fields in a Form
- Format and Align Form Fields
- Modify Field Properties in a Form
- Print Preview and Print Forms

Queries

- Create Queries using Wizard
- Create Query in Design View
- Create Query to find Duplicate Records
- Create CrossTab Query
- Use Design Grid: Add, Arrange and Hide Fields, Sort Data, Add Criteria, Create Calculated Fields
- Save a Query and Open and Update Queries

Reports

- Create Reports using Wizard and Auto Reports
- Create Mailing Labels
- Create Chart Reports
- Add, Size and Move Fields in a Report
- Format and Align Report Fields
- Modify Field Properties in a Report
- Print Preview and Print Reports