

Access – Level 3 Advanced

Duration: 2 Days

What do I need?

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

Who should attend?

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.

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 in Reports
- 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