

# Access 365 – Level 2 Outline

ACCESS 365 LEVEL 2 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 365?

LESSON 1 - DATABASE RELATIONSHIPS

- 1.1 A LOOK AT RELATIONSHIPS
- 1.2 CREATING A ONE-TO-ONE RELATIONSHIP
- 1.3 CREATING A ONE-TO-MANY RELATIONSHIP
- 1.4 CREATING A MANY-TO-MANY RELATIONSHIP
- 1.5 ENFORCING REFERENTIAL INTEGRITY
- 1.6 CASCADE UPDATE RELATED FIELDS
- 1.7 CASCADE DELETE RELATED RECORDS
- 1.8 CREATING & PRINTING A RELATIONSHIP REPORT

LESSON SUMMARY – DATABASE RELATIONSHIPS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TABLES

- 2.1 SETTING VALIDATION RULES
- 2.2 FORMATTING FIELDS
- 2.3 INDEXING FIELDS
- 2.4 REQUIRING DATA ENTRY
- 2.5 CREATING AN INPUT MASK
- 2.6 CREATING A LOOKUP FIELD
- 2.7 CREATING A VALUE LIST
- 2.8 MODIFYING A VALUE LIST
- 2.9 CREATING CALCULATED FIELDS
- 2.10 CREATING MULTIPLE PRIMARY KEYS
- 2.11 CREATING MULTIPLE FIELD VALUES

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH QUERIES

- 3.1 CREATING MULTI-TABLE QUERIES
- 3.2 USING CALCULATIONS IN QUERIES
- 3.3 CHANGING QUERY PROPERTIES
- 3.4 WORKING WITH THE EXPRESSION BUILDER
- 3.5 CREATING A TOTALS QUERY

- 3.6 CREATING A PARAMETER QUERY
- 3.7 CREATING A FIND DUPLICATES QUERY
- 3.8 CREATING A FIND UNMATCHED RECORDS QUERY
- 3.9 MODIFYING QUERY JOINS

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH FORMS

- 4.1 ADDING HEADERS AND FOOTERS
- 4.2 ADDING CONTROLS TO A FORM
- 4.3 MOVING AND SIZING CONTROLS
- 4.4 CREATING A CALCULATED CONTROL
- 4.5 CHANGING CONTROL PROPERTIES
- 4.6 CHANGING FORM PROPERTIES
- 4.7 CHANGING THE TAB ORDER
- 4.8 ADDING A LOOKUP CONTROL
- 4.9 INSERTING GRAPHICS
- 4.10 CREATING A SUBFORM

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH REPORTS

- 5.1 WORKING WITH REPORT SECTIONS
- 5.2 ADDING CONTROLS TO A REPORT
- 5.3 CHANGING CONTROL PROPERTIES
- 5.4 CREATING A CALCULATED CONTROL
- 5.5 CHANGING A CONTROL'S DATA SOURCE
- 5.6 CHANGING A REPORT'S DATA SOURCE
- 5.7 SORTING AND GROUPING DATA
- 5.8 CHANGING REPORT SECTION PROPERTIES
- 5.9 INSERTING GRAPHICS
- 5.10 APPLYING A THEME TO A REPORT
- 5.11 APPLYING CONDITIONAL FORMATTING
- 5.12 ADDING A CHART TO A REPORT

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

CLASS PROJECT – TEDDY BEARS

INDEX