

## ACCESS 2013: LEVEL 2

Available Dates: **Jan 9, Feb 14, Mar 11, Apr 9, May 8, Jun 13**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

This course builds on the skills and concepts taught in Access: Level 1. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; as well as create and modify charts.

#### Course Outline:

Unit 1: Relational databases

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

Unit 2: Related tables

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

Unit 3: Complex queries

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

Unit 4: Advanced form design

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types

Unit 5: Reports and printing

Topic A: Report formatting

Topic B: Calculated values and subreports

Topic C: Printing

Topic D: Label printing

Unit 6: Charts

Topic A: Charts in forms

Topic B: Charts in reports