

Access - Level 2

Category: Microsoft Office, Microsoft Access

Overview of Access

- Recap and Overview of Access Level 1

Advanced Table Design

- Attachment Fields
- Multiple Value Fields
- Lookup Fields
- Advanced Field Properties Including Input Masks
- Multiple Field Primary Keys
- Multiple Field Indexes
- Using the Access Documenter

Relational Concepts

- Relational Concepts and Rules
- Data Structure Principles
- Types of Relationship
- Referential Integrity
- Relating Tables

Multiple Tables and Forms

- Using a Combo Box In Forms
- Combo Box Properties
- Lookup Properties
- Creating Forms with Subforms

- Editing Sub Forms
- Tabbed Sub Forms
- Embedding Sub Forms Using Drag and Drop

Advanced Select Queries

- Filter By Form
- Advanced Filter/Sort
- Convert Filter to Select Query
- Duplicate Records Query
- Unmatched Records Query
- Working with Multiple Tables
- Understanding Query Join Types
- Concatenating Fields
- Calculations in Queries
- Using String Functions
- Using Date Functions
- Using the Immediate If Function
- Using Wildcards and Parameters

Advanced Reports

- Working with Multiple Tables
- Concatenating Fields
- Date and Time Functions
- String Functions
- Custom Styles

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

Who should attend?

This course is designed for people who want to discover more about the features and operations in Microsoft Access so that they become more efficient when manipulating and analysing data. The course quickly takes

you from beginner level to more advanced topics.

Prerequisites

Delegates who are existing users of MS Access who wish to build on their knowledge, or for those who have completed our Level 1 course and wish to progress further.

Course Objectives

This course is designed for people who want to discover more about the features and operations in Microsoft Access so that they become more efficient when manipulating and analysing data. The course quickly takes you from beginner level to more advanced topics. It is suitable for existing users of Microsoft Access who wish to build on their knowledge, or for those who have completed our Level 1 course and wish to progress further.

Course Duration

Duration: 1 day

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

Training Locations

Our scheduled open classroom courses are held in Merseyside where we have state of the art training facilities. We can also provide in-house training solutions at your office in any location in the UK or Europe. We frequently deliver training in Wirral, Merseyside, Liverpool, Manchester, Blackpool, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

Course Dates

[View our full course schedule here.](#)

Software Versions

We offer training solutions for all versions of Access - 2003, 2007, 2010, 2013 and 2016.

Related Courses

- [Access Level 1](#)
- [Access Level 3](#)
- [Excel Level 1](#)
- [Excel Level 2](#)
- [Excel Level 3](#)

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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