

Microsoft Access Level 2

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Prerequisites

Participants should have taken Access Level 1 or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Review

Understanding the screen

Database Objects

Field and Records

Table Relationships

Queries

What is a Query

Create a Query in Design View

Insert, Move & Delete Fields

Sort

Common Validation Operators

Query Join Properties

Summarizing Groups of Records

Properties

Expressions

Top or Bottom Value Query

Parameter Query

Find Duplicates Query

Find Unmatched Query

Update Queries

Make Table Queries

Append Queries

Delete Queries

Copy Objects

Other Topics

Display Object Dependencies

Import from Excel

Export to Excel

Backup a Database

Compact & Repair

Also Includes

- Reference material and a Certificate of completion.