

Advanced Access Agenda

Exercise 1	Modifying Data Types Changing field properties, adding hyperlinks, lookup lists and set mandatory fields.
Exercise 2	Modifying Data Types Creating validation rules and text, default values and input masks.
Exercise 3	Linking Tables Linking tables, amending links and understanding referential integrity.
Exercise 4	Select Queries Creating a simple query to filter information.
Exercise 5	Select Queries Creating a query to emphasize the importance of linking tables.
Exercise 6	Creating subtotals within Queries Using Sum and Count functions within queries to sub total information.
Exercise 7	Identify key values using Queries Find the highest and lowest range of values in a query.
Exercise 8	Using the Crosstab Query Using the Crosstab Query to cross analyse data.
Exercise 9	Using Wildcards within Queries Using wildcards within queries.
Exercise 10	Using Parameters within Queries Using parameters within queries.
Exercise 11	Combining Wildcards and Parameters within Queries Combining wildcards and parameters within the same query.
Exercise 12	Using Null in Queries Using the keyword 'Null' to find empty fields in a table.
Exercise 13	Using Not in Queries

	Using the keyword 'Not' to find values that do not match the specified criteria in a query.
Exercise 14	Using Not or Null in Queries Using the keywords 'Not' or 'Null' to find values in a query.
Exercise 15	Using Arithmetic Expressions within Queries Using arithmetic expressions within queries to create new information.
Exercise 16	Find Duplicates Query Using the Find Duplicates query to find duplicate records in a table.
Exercise 17	Show Unmatched Values Query Using the Show Unmatched query to find values in one table that do not have a match in a linked table.
Exercise 18	Update Query Using the Update Query to update values in a table.
Exercise 19	Delete Query Using the Delete Query to delete values that match certain criteria within a table.
Exercise 20	Make Table Query Using the Make Table Query to create a new table listing all orders that have not been paid.
Exercise 21	Make Table Query Using the Make Table Query to create a new table listing all Purchasing Officers.
Exercise 22	Append Query Using the Append Query to add records that meet a certain criteria to a table.
Exercise 23	Join Properties Create a new query and amend the join type between the tables.

Exercise 24	Join Properties Open an existing query and modify the join type between the tables.
Exercise 25	Join Properties Opening a second query and again modify the join type between the tables.
Exercise 26	Creating Forms Creating a basic input form.
Exercise 27	Changing Controls within Forms Modifying controls within a form.
Exercise 28	Adding Controls within a Form Adding a combo box to a form.
Exercise 29	Adding Controls within a Form Adding combo boxes, check boxes and option groups to a form.
Exercise 30	Using Formulas in Forms Using the multiplication operator to update information on a form.
Exercise 31	Using Formulas in Forms Using the subtraction operator formula to update information on a form.
Exercise 32	Creating a Subform Creating a subform using the Form Wizard.
Exercise 33	Embedding a Subform Adding a subform to a form that has already been created.
Exercise 34	Tab Order on Forms Changing the sequential order of tabs within a form.
Exercise 35	Creating a Report Creating a grouped report using the Report Wizard.
Exercise 36	Using Arithmetic Formulas in Reports Using the multiplication formula in reports .

Exercise 37	Using Formulas in Reports Using formulas to calculate new costs in a report.
Exercise 38	Using Functions in Reports Using the Sum function in a report.
Exercise 39	Using Percentages in Reports Creating a formula to calculate percentage based information in a report.
Exercise 40	Using Functions in Reports Using the Count function in a report.
Exercise 41	Using Running Totals in Reports Using running totals in reports.
Exercise 42	Formulas in Reports More formulas within reports. Using a formula to concatenate fields within a report.
Exercise 43	Creating an Opening Screen Creating an opening screen for the database.
Exercise 44	Creating Macros Creating macros and attaching them to a form.
Exercise 45	Using Macros in Forms Creating command buttons on the opening screen form and assigning macros to them.
Exercise 46	Using Macros in Forms More macros within forms. Creating command buttons on individual forms and assigning a macro to them.
Exercise 47	Creating Buttons using the Wizard Creating buttons on a form via the Command Button Wizard.
Exercise 48	Using the Maximize Macro in a Form Creating a maximize macro and assigning it to a specific form.
Exercise 49	Exporting and Importing Data Exporting data from Access to Excel and importing an Excel spreadsheet into Access as a table