

## **Goals and Objectives**

### **Goals**

- a. To introduce the user to many of the advanced features within Microsoft Access.
- b. To cover the syllabus for Advanced ECDL for databases.

### **Objectives of this manual**

After reading this manual the user will be able to:

1. Apply and modify data types within table design.
2. Create validation rules and input masks within Access.
3. Understand the reasons for creating relationships between tables within Access.
4. Modify relationship types.
5. Understand and use referential integrity when linking tables.
6. Create queries to group information.
7. Use functions such as sum, count, average, etc. within queries.
8. Show the highest and lowest range of values in a query.
9. Create queries to update or delete values in a table.
10. Create queries to save data to another table or append records within a table.
11. Create forms based on tables.
12. Create subforms.
13. Change controls within forms.
14. Use arithmetic expressions within a form.
15. Create reports based on tables or queries.
16. Use formulas and arithmetic expressions within a report.
17. Create a macro and assign it to a button on a form.
18. Export and import data from or to an Access database.

All of the above will be done using Microsoft Access.