Access
Level 2

ThoughtAndMemory
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Microsoft Office Training

A one day course for people new to Microsoft Access

Prerequisites

This course assumes students to have completed the preceding Level, or have equivalent knowledge.

Chapter 1 - Table Field Properties

Change Field Size for Text Fields
Set the Format for Text Fields
Apply an Input Mask
Enter a Caption
Set Default Values
Validation Rules and Validation Text
Required and Allow Zero Length
The Others
Activating the Lookup Wizard
Type the Values into the Lookup Wizard
Modify the List
Use Values from a Table in the Lookup Wizard
Allow Multiple Values
Allow Value List Edits
Change Field Size for Number Fields
Overflow Errors
Singles and Doubles
Set the Format for Number Fields
Change the Format for Date/Time Fields

Chapter 2 - Data Entry Forms

Create a Form Based on a Table
Use the Form Wizard
Change to Design View
Select Controls on a Form
Change the Control Layout
Move Controls
Snap to Grid
Move One Half of a Paired Control
Resize Controls
Align and Distribute Controls
Parts of a Form
Add a New Label
Format the Label
Add a New Text Box
Change Control Properties
Add a New Combo Box
Add a New Image Control
Add a Field from the Field List

Add a Tab Control
Add More Pages to the Page Control
Modify the Tab Order
Remove Calendar Controls
Remove Broken References

Chapter 3 - Switchboard Forms

What is a Switchboard?
Create a Blank Form
Change the Form Properties
Add a Command Button
Test the Form
Set the Display Form
Turn off the Navigation Pane
Change Ribbon and Shortcut Menu Options

Chapter 4 - Query-by-Form

Create the Query
Create the Form with a Combo Box
Add Other Controls
Change the Control Properties
Link the Query to the Combo Box with the Expression Builder
Link the Query to the Text Box Date Control with the Expression Builder
What Does It Mean?

Chapter 5 - Other Query Wizards

The Crosstab Query Wizard
The Find Duplicates Query Wizard
The Find Unmatched Query Wizard

Chapter 6 - Reports

The Report Wizard
Add Grouping in the Report Wizard
Manually Grouping in the Report
Modify and Move Controls on the Report
Resize Sections
Calculate the Date Printed
The Print Blank Pages Error