



Overview

This course takes participants beyond the basics of Access Introduction. Students will learn how to create and format forms, sub forms and reports as well as data management, adding reports, adding controls on forms and reports, importing and exporting data, creating a custom user menu (switchboard) for an automated database.

Prerequisites

Access Introduction

Objectives

- ⊙ Create forms, and use forms to enter and manage data
- ⊙ Add and format controls on forms
- ⊙ Manipulate data and make changes in Form view
- ⊙ Create and use subforms
- ⊙ Create reports and subreports
- ⊙ Add and format controls on reports
- ⊙ Import and export data
- ⊙ Create switchboards and work in an automated database

Outline

Introduction to Forms

Understanding and Opening Forms
 Understanding Naming Conventions
 Navigating Through Forms
 Managing Data with Forms
 Printing a Form
 Closing a Form
 Creating AutoForms
 Creating Forms with the Form Wizard

Working with Forms in Design View

Using Design View
 Understanding the Parts of a Form
 Resizing Sections on a Form
 Using AutoFormat
 Working with Controls
 Selecting Controls
 Manipulating Controls
 Formatting Controls
 Applying Conditional Formatting
 Adding Controls to Forms
 Creating Forms in Design View
 Understanding Controls
 Inserting the Date and Time
 Understanding the Toolbox
 Adding a Bound Text Box
 Adding a Label
 Adding Option Buttons
 Adding Check Boxes
 Using List Boxes and Combo Boxes

Adding a Tab Control
 Adding a Calculated Control
 Adding Graphic Elements
 Adding Lines, Rectangles, and Images
 Changing the Properties of a Control
 Changing Section Properties
 Changing Form Properties

Working with Forms in Form View

Manipulating Data
 Sorting Records
 Finding Data in Forms
 Replacing Data using Forms
 Using Filter For Sorting Data
 Using Filter By Selection
 Using Filter By Form
 Making Changes in Form View
 Formatting Controls
 Applying Conditional Formatting
 Changing Properties

Introduction to Reports

Understanding Reports and Naming Conventions
 Opening, Printing, and Closing Reports
 Creating AutoReports
 Creating Reports Using Wizards
 Creating a Standard Report
 Creating a Mail Merge with Access Data
 Creating Labels
 Creating a Chart

Working with Subforms

- Introduction to Subforms
- Creating and Using Subforms

Working with Reports in Design View

- Using Design View
- Understanding the Parts of a Report
- Resizing Sections on a Report
 - Using AutoFormat
- Selecting, Manipulating, and Formatting Controls
- Applying Conditional Formatting
- Adding Controls to Reports
- Creating Reports in Design View
- Understanding Controls
- Inserting the Date and Time
- Inserting Page Numbers
- Understanding the Toolbox
- Adding a Bound Text Box
- Adding a Label
- Adding Lines, Rectangles, and Images
- Changing and Managing Properties
- Changing the Report Layout
- Sorting and Grouping Records
- Working with Page Breaks
- Creating a Calculated Control
- Concatenating Text
- Adding a Subreport to an Existing Report

Importing and Exporting Data

- Importing Spreadsheet Data
- Importing a Text File
- Linking Tables to an External Source
- Exporting a Database Object to Another Access Database
- Exporting Data to a Text File
- Exporting Data to a Spreadsheet or Rich Text Format
- Exporting Data to Microsoft Applications using Office Links

Working with an Automated Database

- Understanding an Automated Database
- Opening an Automated Database
- Using a Switchboard
- Closing an Automated Database
- Editing a Switchboard Using the Switchboard Manager
- Adding Buttons to a Switchboard Page
- Moving and Deleting a Button on a Switchboard Page
- Creating a New Switchboard Using the Switchboard Manager