

Access Level 2 – Intermediate

What Can You Expect?

Whether you are new to Access or you have worked with it before, this course is designed for individuals whose job responsibilities include creating new databases, tables, as well as working with and revising intermediate-level queries, forms and reports.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 117972

NQF Level: 4

Credits: 6

US Title: Use a database application to solve a given problem.

2 Day Course Content

An Overview of Access

- Start Access & Understand the Interface
- Create a New Database using a Template
- Create a New Database
- Open and Close an Existing Database
- Understand the purpose of Access Objects

Creating Tables

- Basic Tables Using the Wizard
- Basic Forms Using AutoForms
- Tables by Entering Data
- Tables in Design View
- Tables by Importing Excel Spreadsheets
- Tables by Importing Text Files
- Add Primary Keys
- Understand Indexing

Working with Tables

- Enter and Edit Records in a Table
- Add, Remove and Move Fields in a Table
- Understand Field Data Types
- Understand the Lookup Wizard
- Choose Appropriate Data Types
- Customise Table Datasheet View
- Modify Table Properties in Design View
- Sort & Filter Records in Tables
- Use Find and Replace
- Import & Export Tables

Table Relationships

- Use the Lookup Wizard
- Create a One to Many Relationship

Forms

- Create Forms using Wizard and AutoForms
- Create Chart Forms
- Create PivotTable Forms
- Enter and Edit Records in a Form
- Add, Size and Move Fields in a Form
- Format and Align Form Fields
- Modify Field Properties in a Form
- Print Preview and Print Forms

Queries

- Create Queries using Wizard
- Create Query in Design View
- Create Query to find Duplicate Records
- Create CrossTab Query
- Add, Arrange and Hide Fields
- Sort Data, Add Criteria
- Create Calculated Fields
- Save & work with Queries

Reports

- Create Reports using Wizard
- Create Reports using Auto Reports
- Create Mailing Labels
- Create Chart Reports
- Add, Size and Move Fields in a Report
- Format and Align Report Fields
- Modify Field Properties in a Report
- Print Preview and Print Reports



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