The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

At the completion of this course you should be able to:

- use various data validation features in Access to protect data
- format the data in a table
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- modify and adapt an existing form according to specific needs
- create and use macros in Access
- work with a number of macro techniques
- create and work with macros in forms

Microsoft Access 2013 - Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

92 topics

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.appliededucation.edu.au

This information sheet was produced on Tuesday, March 31, 2015 and was accurate at the time of printing.
Contents

Data Validation
Assigning Default Values
Validation Rules and Text
Validating Numbers
Setting Required Fields
Working With Validations

Formatting Tables
Changing Column Widths
Formatting Cells in a Table
Changing Fonts
Moving Columns in a Table
Freezing Columns in a Table
Hiding Columns in a Table
Unhiding Columns

Querying Techniques
Modifying a Saved Query
Creating AND Queries
Creating OR Queries
Querying Numeric Data
Querying Dates
Using a Range Expression
Querying Opposite Values
Moving Fields in a Query
Sorting Query Data
Removing Fields From a Query
Querying Using Wildcards
Problem Characters
Querying With a Lookup Table
Sorting Query Data Numerically
Displaying NULL Values
Querying for Uniqueness

Parameter Queries
Creating a Parameter Query
Displaying All Records
Using Parameters to Display a Range
Using Parameters in Expressions
Using Parameters With Wildcards

Calculations in Queries
Creating a Calculated Field
Formatting Calculated Fields
Summarising Data Using a Query
Changing the Grouping
Calculating With Dates
Using Criteria in Calculations
Concatenating String Fields

Modifying Forms
Understanding Form Design and Layout
Switching Between Form Views
Selecting Form Objects
Working With a Control Stack
Changing Control Widths
Moving Controls on a Form
Aligning Controls
Understanding Properties
Changing Label Captions
Adding an Unbound Control
Adding a Control Source
Formatting a Control
Checking the Current Tab Order
Changing the Tab Order
Inserting the Date Into the Form Header

Creating and Using Macros
Understanding Macros and VBA
Creating a Macro
Running a Macro
Modifying an Existing Macro
Interacting With the User
Stepping Through a Macro
Documenting Macros

Macro Techniques
Creating a Print Macro
Using Conditions to Enhance a Macro
Creating a Sequence of Conditions
Understanding the Versatility of MsgBox
Using the MsgBox Function
Reconfiguring a Message Box
Using the InputBox Function

Macros on Forms
Understanding Macros on Forms
Creating Navigation Macros
Accessing Event Macros
Creating Unassigned Buttons
Programming an Event
Running an Event Macro
Modifying an Event Macro
Setting Echo Off
Adding a Close Button
Creating a Search Macro

Product Information
Level 1, 524 Hay St
Perth WA 6000
Phone: (+61) 2 9221 0955
Fax: (+61) 2 9221 0966
info@appliededucation.edu.au
www.appliededucation.edu.au