

## Information Technology and Computer Skills Training

### **ACCESS 2016 - INTERMEDIATE**

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

#### **Course Content**

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

##### **Lesson 1: Working with Tables**

- Setting Validation Rules
- Formatting Fields
- Indexing Fields
- Requiring Data Entry
- Creating an Input Mask
- Creating an Lookup Field
- Creating and Modifying a Value List
- Creating Calculated Fields
- Creating Multiple Field Values

##### **Lesson 2: Working with Queries**

- Creating Multi-Table Queries
- Using Calculations in Queries
- Changing Query Properties
- Working with the Expression Builder
- Creating a Totals Query
- Creating a Parameter Query
- Creating a Find Duplicates Query
- Creating a Find Unmatched Records Query
- Modifying Query Joins
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##### **Lesson 3: Action Queries**

- About Action Queries
- Creating a Make-Table Query
- Creating an Append Query
- Creating an Update Query
- Creating a Delete Query
- Creating a SQL Query

##### **Lesson 4: Importing & Exporting Data**

- Importing Data from a Text File
- Importing Data from Excel
- Importing Data from Another Access Database
- Linking Data
- Exporting Data to Other Formats
- Exporting Data to a PDF file
- Exporting Data to Another Access Database
- Exporting Data to Excel
- Exporting Data to Microsoft Word
- Exporting Data to Microsoft Word Mail Merge

##### **Lesson 5: Working with Forms**

- Adding Headers and Footers
- Adding Controls to a Form
- Moving and Sizing Controls
- Creating a Calculated Control
- Changing Control Properties
- Changing Form Properties
- Changing the Tab Order
- Adding a Lookup Control
- Inserting Graphics
- Creating a Subform

##### **Lesson 6: Working with Reports**

- Working with Report Sections
- Adding Controls to a Report
- Changing Control Properties
- Creating a Calculated Control
- Changing a Control's Data Source
- Changing a Report's Data Source
- Sorting and Grouping Data
- Changing Report Section Properties
- Inserting Graphics
- Applying a Theme to a Report
- Applying Conditional Formatting

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