Computer Visions Course Outline

Microsoft Access: Level 2

Description:
This course builds upon basic Microsoft Access skills to help students become power users. Modules in this course cover how to manage data and data entry; create forms, macros, and dialog boxes; create and use SQL queries; split databases; and much more.

Course Outline:
Unit 1: Relational Databases
Topic A: Database normalization
Topic B: Table relationships
Topic C: Referential integrity

Unit 2: Related Tables
Topic A: Creating lookup fields
Topic B: Modifying lookup fields
Topic C: Subdatasheets

Unit 3: Complex Queries
Topic A: Joining tables in queries
Topic B: Using calculated fields
Topic C: Summarizing and grouping values

Unit 4: Advanced Form Design
Topic A: Adding unbound controls
Topic B: Graphics
Topic C: Adding form design

Unit 5: Reports and Printing
Topic A: Report formatting
Topic B: Calculated values and sub reports
Topic C: Printing

Unit 6: Charts
Topic A: Charts in forms
Topic B: Charts in reports

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