

# Advanced Database Concepts

## (Access 2003 Level 3)



### **Working with Field Properties in Tables**

- Requiring Data Entry & Validating Data
- Creating Lookup Fields and Value Lists
- Modifying Value Lists
- Manually Formatting Number, Currency and Date/Time Fields

### **Working with Queries**

- Summarizing Groups of Records:
  - Displaying Averages, Maximum and Minimum Values, etc.
- Finding Duplicate Records and Unmatched Records
- Action Queries: Append, Delete, Update and Make-Table Queries
- Working with Expressions and Expression Builder
- Using the IIF Function

### **Working with Forms**

- Working with Control Properties and Form Properties
- Adding, Cutting, Copying and Pasting Controls
- Creating a Calculated Control
- Changing a Control's Default Value

### **Working with Reports**

- Understanding Report Sections
- Working with Section Properties
- Grouping and Sorting Records
- Creating Calculated Controls

### **Importing, Exporting and Linking Information**

- Importing Information – From Another Access Database, From Excel
- Exporting Information – To Excel, To Word
- Linking Information from an External Source
- Mail Merging Records to Microsoft Word

### **Working with Macros**

- Creating and Running a Macro
- Editing a Macro
- Assigning a Macro to an Event
- Creating Conditional Expressions