

Advanced Database Concepts

(Access Level 3)



Working with Field Properties in Tables

- Requiring Data Entry & Validating Data
- Creating Custom Input Masks
- Custom Formatting for Number, Currency and Date/Time Fields

Importing, Exporting and Linking Information

- Making Backup Copies of Databases and Database Objects
- Compacting a Database
- Importing Information – From Another Access Database, From Excel
- Exporting Information – To Excel, To Word
- Linking Information from an External Source

Working with Queries

- Modifying the Table Relationships Inside the Query Design
- Summarizing Groups of Records:
 - Displaying Averages, Maximum and Minimum Values, etc.
- Finding Duplicate Records and Unmatched Records
- Action Queries:
 - Append
 - Delete
 - Update
 - Make-Table Queries

Working with Drop-Down Lists

- Creating Lookup Fields and Value Lists
- Modifying Value Lists

Real-World Questions

- Bring Your Questions from Projects You're Working On
- Addressing Students' Questions Regarding Forms and Reports