Access Advanced (English)

In this class, you will…	Learn how to create a custom form, a query, a custom report, to work with data, to protect your database, and to make your database more sophisticated.

Topics	6 Maintain Data Integrity
	    Restricting the Type of Data
	    Restricting the Amount of Data
	    Restricting the Format of Data
	    Restricting Data by Using Validation Rules
	    Restricting Data to Values in Lists
	    Restricting Data to Values on Other Tables
	7 Create Custom Forms
	    Modifying Forms Created by Using a Wizard
	    Adding Controls/Subforms
	8 Crate Queries
	    Creating Queries by Using a Wizard
	    Creating Queries Manually
	    Using Queries to Summarize Data
	    Using Queries to Perform Calculations
	    Using Queries to Update Records
	    Using Queries to Delete Records
	9 Create Custom Reports
	    Creating Repots Manually
	    Modifying Report Content
	    Adding Subreports
	10 Import and Export Data
	    Importing Information
	      Importing from Other Access Databases/ Excel Worksheets/ Text Files
	    Exporting Information
	      Exporting to Other Access Database/ Excel Worksheets/ PDF Files
	    Copying and from Other office Programs
	11 Make Databases User Friendly
	    Creating Navigation Forms
	    Creating Custom Categories
	    Controlling Which Features Are Available
	12 Protect Databases
	    Assigning Passwords to Databases
	    Splitting Databases
	    Securing Databases for Distribution
	    Preventing Database Problems

Aimed at…	Those who have attended "Access Level 1" class already, or Those who have equal experience or knowledge as above.