Full Circle
360° Solutions • 360° Results

MICROSOFT OFFICE ACCESS 2016
INTERMEDIATE

Controlling Data Entry: Rules & Properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Yes/No Formats
- Setting Default Values
- Setting Validation Rules

Modifying Query Results

- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Displaying a Totals Row in a Query
- Adding a Record using a Query
- Printing a Query

Query Criteria: And, Or, Between & More

- Using Comparison Operators
- Using an & Condition
- Using an OR Condition
- Using the Between & Operator
- Using the Expression Builder
- Using a Wildcard Character

Using Advanced Query Wizards

- Using the Crosstab Query Wizard
- Using the Find Duplicates Query Wizard

Designing Advanced Queries

- Setting Top Values in a Query
- Creating a Calculated Field
- Formatting a Calculated Field
- Displaying a Totals Row in a Query
- Creating a Function Query
- Creating a Parameter Query
- Using Multivalued Fields
- Creating a Concatenation in a Query
- Filtering a Query

Creating Queries that Perform Actions

- Creating a Make-table Query
- Creating an Update Query
- Creating an Append Query
- Creating a Delete Query

Best Practices for Efficient Forms Design

- Selecting Adjacent/Non-Adjacent Controls
- Aligning, Spacing & Deleting Controls
- Sizing Controls by Dragging
- Sizing Controls Automatically
- Setting Control Margins & Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Adding a Field
- Moving Part of a Paired Control
- Using the Input Mask Wizard
- Creating an Input Mask Manually
- Creating a Custom Input Mask
- Creating & Controlling Lookup Fields

Understanding Form Design Tools

- Switching Views
- Using Controls & Control Layouts
- Using a Stacked Layout
- Using a Tabular Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property

Using Design View

- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View

Exporting Data

- Exporting Data to an Excel Workbook
- Saving Export Setup
- Dragging & Dropping Data into Excel
- Creating Word Mail Merge Documents