



Microsoft Access 2010 / 2007 for Advanced Users

Course Duration:

14 Hours / 2 Days

1 Trusted Locations

- Allowing Access to your sample folder for this course

2 Linking Data

- Linking external data in an Excel workbook to a database
- Linking external data to a database using existing database files

3 Fields

- What is a table lookup?
- Creating a lookup within a field
- What is an input mask?
- Creating an input mask

4 Relationships

- What is a one-to-one relationship?
- Creating a one-to-one relationship
- Modifying a one-to-one table relationship
- What is a one-to-many table relationship?
- Creating a one-to-many relationship
- Modifying a one-to-many relationship
- What is a many-to-many relationship?
- Creating a many-to-many

relationship using a junction table

- Modifying or deleting a many-to-many relationship
- What is referential integrity?
- Enforcing referential integrity
- Applying automatic updating of related fields
- Applying automatic deletion of related records

5 Joins

- Applying an inner join
- Applying an outer join
- Creating a subtract join
- What is a self join?
- Applying a self join

6 Queries

- About queries
- Creating and running an update query
- Creating and running a delete query
- Creating and running a Make Table query
- Creating and running an Append query
- Creating and running a crosstab query
- What is a parameter query?
- Creating and running a one variable parameter query
- Using calculated fields that perform arithmetic calculations
- Grouping information in a query using functions - sum

7 Forms

- Types of form controls
- Bound controls vs. unbound controls
- Creating, modifying and

deleting bound controls: text box

- Creating, modifying and deleting bound controls: combo box
- Creating bound controls: check box
- Manipulating unbound controls containing arithmetic expressions
- What is a sub-form?
- Creating a sub-form
- Linking a sub-form

8 Reports

- Formatting arithmetic calculation controls to display a percentage
- Applying a running sum for a group or over all
- Concatenating fields within a report
- Inserting a data field in a report group
- Inserting a data field in a report page
- Inserting a data field in report headers and footers
- Sorting and grouping records in a report by field(s)
- Creating a linked sub-report

9 Macros

- Macro to open and maximize an object
- Assigning a macro to a command button



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上課時數:

14 小時 / 2 日

1 信任位置

- 允許存取範例資料夾

2 連結資料

- 連結外部 Excel 資料
- 連結外部資料庫

3 欄位

- 什麼是查閱?
- 建立查閱欄位
- 什麼是輸入遮罩?
- 設定輸入遮罩

4 資料表關聯

- 什麼是一對一 (One-to-one) 關聯?
- 建立一對一 關聯
- 修改一對一關聯
- 什麼是一對多 (One-to-many) 關聯?
- 建立一對多關聯
- 修改一對多關聯
- 什麼是多對多 (Many-to-many) 關聯?
- 利用聯合資料表建立多對多關聯
- 建立或刪除多對多關聯
- 什麼是參考原整性?
- 強逼參考完整性
- 設定關聯欄位自動更新
- 設定自動刪除關聯記錄

5 連接 (Joins)

- 設定內連接 (Inner Join)
- 設定外連接 (Outer Join)
- 建立差異連接
- 什麼是自連接 (self-join)?
- 設定自連接

6 查詢

- 關於查詢
- 建立及執行更新查詢
- 建立及執行刪除查詢
- 建立及執行製成資料表查詢
- 建立及執行新增查詢
- 建立及執行交叉資料表查詢
- 甚麼是參數查詢?
- 建立及執行單一變量參數查詢
- 使用計算欄位作數學運算
- 在查詢使用函數群組資料 - 總計

7 表單

- 不同的表單控制項 類型
- 結合控制項 vs 未結合控制項
- 建立結合控制項: 文字方塊
- 建立結合控制項: 下拉式方塊
- 建立結合控制項: 核取方塊
- 處理包含運算式的未結合控制項
- 甚麼是子表單?
- 建立子表單
- 連結子表單

8 報表

- 格式化運算控制項以顯示百分比
- 設定對群組或全部記錄的變動總合
- 連接欄位
- 在報表群組中插入資料欄位
- 在報表加入資料欄位
- 在頁首及頁尾加入資料欄位
- 報表排序
- 建立子報表

9 巨集

- 以巨集開啓並最大化物件
- 指派巨集予命令按鈕