Microsoft Access 2016 - Intermediate

Data Validation
Assigning Default Values
Validation Rules and Text
Validating Numbers
Setting Required Fields
Working With Validations

Formatting Tables
Changing Column Widths
Formatting Cells in a Table
Changing Fonts
Moving Columns in a Table
Freezing Columns in a Table
Hiding Columns in a Table
Unhiding Columns
Querying Techniques

Modifying a Saved Query
Creating AND Queries
Creating OR Queries
Querying Numeric Data
Querying Dates
Using a Range Expression
Querying Opposite Values
Moving Fields in a Query
Sorting Query Data
Removing Fields From a
Query
Querying Using Wildcards
Problem Characters
Querying With a Lookup
Table
Sorting Query Data
Numerically
Displaying NULL Values
Querying for Uniqueness

Parameter Queries
Creating a Parameter Query
Displaying All Records
Using Parameters to Display
a Range
Using Parameters in
Expressions
Using Parameters With
Wildcards

Calculations in Queries
Creating a Calculated Field
Formatting Calculated Fields
Summarising Data Using a
Query
Changing the Grouping
Calculating With Dates
Using Criteria in Calculations
Concatenating String Fields

Modifying Forms
Understanding Form Design
and
Layout
Switching Between Form
Views
Selecting Form Objects
Working With a Control Stack
Changing Control Widths
Moving Controls on a Form
Aligning Controls
Understanding Properties
Changing Label Captions
Adding an Unbound Control
Adding a Control Source
Formatting a Control
Checking the Current Tab
Order
Changing the Tab Order
Inserting the Date Into the
Form Header

Using a Navigation Form
Creating a Simple Navigation
Form
Creating a More Complex
Navigation Form
Creating the Navigation Form
Page Tabs
Creating Subsidiary Pages
Adding Subsidiary Pages
Editing Page Tab Names
Applying a Theme
Modifying Properties
Automatically Starting the
Navigation Form

DIY Forms
Creating a Multiple Item Form
Adjusting the Layout of a
Form
Typing Into a Form Layout
Disabling Fields
DIY Sub Forms
Removing SubForm
Redundancy
Splitting and Merging Layout
Cells
Adding an Easy Lookup Field
Adding Buttons to a Form
Adjusting Form Properties

Creating and Using Macros
Understanding Macros and
VBA
Creating a Macro

Running a Macro
Modifying an Existing Macro
Interacting With the User
Stepping Through a Macro
Documenting Macros

Macro Techniques
Creating a Print Macro
Using Conditions to Enhance
a Macro
Creating a Sequence of
Conditions
Understanding the Versatility
of MsgBox
Using the MsgBox Function
Reconfiguring a Message
Box
Using the InputBox Function

Macros on Forms
Understanding Macros on
Forms
Creating Navigation Macros
Accessing Event Macros
Creating Unassigned Buttons
Programming an Event
Running an Event Macro
Modifying an Event Macro
Setting Echo Off
Adding a Close Button
Creating a Search Macro
Running the Search Macro
Understanding the Search
Macro
Naming Macros
Referencing Macro Sheet
Macros

Navigation Pane Protection
Understanding the Navigation
Pane
Creating Custom Categories
Creating Custom Groups
Adding Objects to a Group
Hiding Groups and Objects
Showing Hidden Groups and
Objects