



## Access 2016 Level 2 Training Syllabus

### Table Design

Creating and Modifying Relationships

Relationship Types

Adding, Editing, Deleting, and Modifying Relationships

Renaming Tables and Editing, Adding, and Deleting

Formatting a Table Datasheet Layout

Formatting Columns

Saving a Table Layout

Enhancing a Datasheet

Set Field Properties, Sizes, Captions, and Default Values

Custom Text and Memo Field Formats

Short Text and Long Text Field Unique Properties

Entering Field Properties

Formatting Data Using Input Masks

Setting Validation Rules

Setting Lookup Fields with the Lookup Wizard

Performing a Lookup

Creating Lookup Fields for Multiple Values

Customizing Input Forms and Subforms

Adding Calculations to Forms

Applying Totals to Forms in Datasheet Layout

Creating Calculated Controls in Forms

Setting Properties to Assist and Control Data Entry

Disabling and Locking Form Fields

Adding Control Tips

Creating a Pop-Up Form

Crosstab Queries

Find Queries, Unmatched and Duplicates Query

Parameter and Action Queries

Make Table Queries

Append, Update and Delete Queries

Customizing Reports

Importing a Report into a Database

Identifying Report Record Sources

Adding a Subreport to a Main Report

Creating a Report from a Subreport

Numbering Items in a Report

Setting Properties to Number Items

Numbering Subreports Separately

Creating Calculated Controls on a Subreport

Positioning Calculated Controls

Setting Page Breaks and Customizing Controls