

# Advanced Database Concepts

## (Access Level 3)



### **Working with Field Properties in Tables**

- Requiring Data Entry & Validating Data
- Creating Custom Input Masks
- Custom Formatting for Number, Currency and Date/Time Fields

### **Importing, Exporting and Linking Information**

- Making Backup Copies of Databases and Database Objects
- Compacting a Database
- Importing Information – From Another Access Database, From Excel
- Exporting Information – To Excel, To Word
- Linking Information from an External Source

### **Working with Queries**

- Modifying the Table Relationships Inside the Query Design
- Summarizing Groups of Records:
  - Displaying Averages, Maximum and Minimum Values, etc.
- Finding Duplicate Records and Unmatched Records
- Action Queries:
  - Append
  - Delete
  - Update
  - Make-Table Queries

### **Working with Drop-Down Lists**

- Creating Lookup Fields and Value Lists
- Modifying Value Lists

### **Real-World Questions**

- Bring Your Questions from Projects You're Working On
- Addressing Students' Questions Regarding Forms and Reports