

Course Outline

Access Intermediate -- 1 day

All companies have data storage and retrieval requirements. Microsoft Access provides a sophisticated database system which is easy to learn and provides all the functionality that is required.

Course Description

This course is for delegates who have attended our introductory Access course or have some experience of setting up simple databases using Access. The main purpose of the course is to introduce the concept of relational databases and to explore practical aspects of database design and performance.

Course Objectives

By the end of the course delegates will have covered

Review of Database Functions

- Storage of data
- Viewing, Entering & Editing Data
- Querying data
- Generating Reports

Performance and Database Design

- Design Objectives
- Designing the Database
- Indexes and Keys
- Relational Database Design
- Creating the Relational Model
- Types of Links
- Primary Keys
- Referential Integrity
- Look-up Fields

Creating Tables

- Table Definition components

Designing Multi-table Forms

- Why use Forms
- Autoform
- The Form Wizard
- Creating Multi-table Forms

Form Design Work Surface

- Object Property Sheet
- Fields list
- Toolbar
- Toolbox

Advanced Forms Design

- Calculated Fields
- Expression Builder
- Field Display Types

Querying the Database

- Crosstab Queries
- Archive Queries
- Parameter Queries
- Duplicates Queries

Reporting

- Using the Report Wizard
- Redesigning Existing Reports

Command Buttons and Macros

- What is a Macro
- Examples of Simple Macros

Train-IT.co.uk can also offer one-day introductory and advanced courses in Access.

We also provide training on Access VBA (Visual Basic Applications programming language)

For further details contact our training staff on 0870 345 9551