



Microsoft Access 2 day Introduction & Intermediate Course

Aim of the course:

To provide new users with the skills necessary to create a database and to retrieve and display information using queries, forms and reports

Topics Covered

What is a Database?

- Relational Databases v Flatfile
- Objects within an Access Database

Database Planning and Design

- The Leszynski Naming Convention
- Normalisation
- Entities
- Relationships
- Table Design
 - Primary Keys
 - Foreign Keys
 - Fields
 - Data Types
 - Properties
- Referential Integrity
- Creating Look Up Lists

Working with Tables

- Table Navigation
- Finding, Sorting & Filtering Records
- Adding, Editing & Deleting Records

Queries

- Creating & Editing a Query
- Running, Printing & Deleting a Query
- Using Criteria & Comparison Operators
- Joining Tables in a Query
- Using Queries to Perform Calculations
- Grouping & Summarising
- Top Values
- Unique Values
- Concatenation
- Snapshots

Forms

- Using AutoForm
- Using the Form Wizard
- Modifying a Form Design
 - Adding Labels
 - Combo Boxes
 - Pictures
 - Text Box
 - Tab Order & Tab Stops
 - Command Buttons
- Creating Sub Forms
 - Linking to the Parent Form
 - Modify SubForm Design

Reports

- Using the Report Wizard
- Modifying a Report Design
- Running, Printing and Deleting a Report
- Grouped & Summarised Reports
 - Using Page Breaks & Keep Together Group Properties
- Adding Labels, Text Boxes and Pictures to a Report

Keyboard and Windows experience is strongly recommended for students attending this course.