Microsoft Access—2 day Introduction

Day 1
Create and name a database
Naming Conventions
Create a Database Table
Set Field Names, Data Types and Properties
Create Input Forms & Input Data
Generate select queries to analyse data
Create Reports - using the Report Wizard and formatting reports
Export data to Excel & Word
Use queries to generate a Word Mail Merge
Generate labels

Day 2
Data Type and Properties Review
Further Table Design
Create & Establish Table Relationships
Create Concatenated Queries
Generate Multi-Table Queries
Change query join types
Produce Calculated Queries
Set up Parameter Queries
Develop Report Skills

Microsoft Access—Intermediate—1 day

Structuring Data
Identify relationship types
Consider normalisation
Create relational database understanding properties, data types and relationship settings
Use an OLE data type
Import data from MS Word and Excel

Write Advanced Queries
Review select queries
Review parameter queries
Generate calculated queries
Create a total query
Produce a crosstab query
Create action queries to manipulate records
Supply parameters to a query from a form
Use the expression builder

Create Advanced Forms
Generate forms for input
Generate forms for switchboard use
Create command buttons
Create static OLE objects on forms
Insert OLE objects for each record
Display a form at start up
Use combo boxes on forms
Create macros to automate forms

Use Advanced Reporting
Create a report
Use grouping in a report
Use summary options in reports

Maintain an Access Database
Compact and repair a database
Protect a database with a password
Back up a database

Microsoft Access—Advanced—1 day

Design a database
Perform data normalisation
Review table design and properties
Create relationships and review
Import data and use the table analyser

Apply Access Security
Set a database password
Investigate the start-up options
Use Jet User-Level Security model

Design an application
Produce blank form and set form properties
Create combo boxes on forms
Create a list box on a form
Use an option group on a form
Generate a tabbed control on a form
Make sub-forms from queries
Use command buttons on forms
Create a report to generate an invoice
Use functions in a report
Produce a macro to run a report based on form's current record
Generate action queries
Produce macros to automate queries