



MICROSOFT ACCESS – INTERMEDIATE

A One Day Course Covers:

1. Review of Access Database Principles

- Storage of Data
- Viewing, Entering and Editing Data
- Searching For and Asking Questions Of the Data
- Printing Reports; Automating Tasks

2. Performance and Database Design

- Objectives When Designing a Database
- Database Design
- Indexes and Keys
- Creating an Index
- Which Fields Should be Indexed?
- Multiple Field Indexes
- Relational Database Design
- Designing Tables
- Relational Database - Definition
- Creating a Relational Model
- Different Types of Links
- Setting up Indexes; Primary Keys
- Relationships and Referential Integrity
- Using Lookup Fields
- Table Definition Components

3. Designing Multi-Table Forms

- Advantages of Forms in Access
- Types of Form; AutoForm
- The Form Wizard
- Creating a Form Using Multiple Tables

4. The Form Design Work Surface

- The Object Property Sheet
- The Field List
- Toolbars; The Toolbox

5. Advanced Forms Design

- Calculated Fields
- Expression Builder
- Field Display Types
- Command Buttons

6. Importing Data

- Importing Tables from External Sources
- Append Query

7. Querying a Database

- What is a Database Query?
- Criteria
- Table Joins in Queries
- The Different Join Types
- Parameter Queries
- Find Duplicates Query
- Find Unmatched Query
- Crosstab Queries

8. Reporting

- Report Wizard
- Tabular Reports
- Using The Report Wizards



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