TCS Training

Microsoft Access Advanced Course Outline

E: tracy@tcstraining.co.uk
W: www.tcstraining.co.uk
T: 02380 527816

Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support

One Day Microsoft Access Advanced

Aim: You have built databases to store and retrieve data. Now, you may want to plan, design and administer your own database as a working system. A well-designed database allows easy maintenance and quick access of data. In this course, you will plan, design, create and administer a functional and efficient relational database which includes taking bookings, generating invoices and produce reports.

Course Objectives	Explanation / Examples
Perform data normalisation	Work through a scenario to plan out tables needed for an efficient database design
Review table design and properties	Build tables setting appropriate rules on the fields to meet the needs of the database
Discuss relationship types and apply	Look at different situations and solutions when building table relationships
Import data	Import data into new tables and discuss issues you may encounter
Create forms with combo box, list box, option group and tabbed controls	Create sophisticated forms for users which have buttons to control information, drop down pick lists, list selections, radio buttons and tabbed controls (pages)
Create queries for sub-form use	Generate queries for sub-forms – build links to the main form information
Create command buttons on forms	Create buttons to run macros and perform different database actions
Use a blank report to generate an invoice	Create a report to generate an invoice based on form data. Invoice includes concatenated data, calculations and the use of functions to extract data.
Create Macros to automate the system	Generate actions to be performed in the system based on events in the system
Discuss database security options	Identify ways to ensure databases only give access and permissions needed
Password protect the database	Assign a password to the database for security
Set start-up options	Set the options to happen when the database is opened
Produce an ACCDE	Produce a locked down version of the database by creating an ACCDE file