

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

- ➔ **Perform data normalisation**
- ➔ **Review table design and properties**
- ➔ **Discuss relationship types and apply**
- ➔ **Import data**
- ➔ **Create forms with combo box, list box, option group and tabbed controls**
- ➔ **Create queries for sub-form use**
- ➔ **Create command buttons on forms**
- ➔ **Use a blank report to generate an invoice**
- ➔ **Create Macros to automate the system**
- ➔ **Discuss database security options**
- ➔ **Password protect the database**
- ➔ **Set start-up options**
- ➔ **Produce an ACCDE**

Explanation / Examples

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