

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

Aim: This comprehensive one day training course is designed for those users who wish to step up their current knowledge of Microsoft Access to take advantage of the more complex features.

Course Objectives

- ➔ **Review relationship types and consider normalisation**
- ➔ **Create a relational database**
- ➔ **Review data types, properties and relationships**
- ➔ **Import data from Excel and Text files**
- ➔ **Create forms for input and switchboard use**
- ➔ **Create command buttons**
- ➔ **Use form combo boxes and Attachment objects**
- ➔ **Create macros to hide database design**
- ➔ **Create select and parameter queries**
- ➔ **Create action queries to manipulate data**
- ➔ **Create total queries**
- ➔ **Create crosstab queries**
- ➔ **Use an IF function in queries**
- ➔ **Supply parameters to a query from a form**
- ➔ **Use the Expression Builder**
- ➔ **Create and customise reports with calculations**
- ➔ **Use Database tools to backup, repair and compact a database**
- ➔ **Password protect a database**

Explanation / Examples

Work through the process of analysing data to enter into multiple tables (relational database)

Build multiple tables and review the different type of data and properties (rules) to set on the fields. Create table relationships and settings

Import information from Excel and Word documents into the tables

Create input forms and forms for navigation

Put buttons on the forms for users to click to action input, navigation etc.

Create drop down lists and attachment objects to link to external documents

Create macros which build actions – this will hide the design area from users

Create queries to prompt users for input and filter data

Create queries that will update data, delete data, make tables and more

Product queries to sum, average and count data

Create queries similar to pivot tables to summarise information

Use IF to perform a test on data and will give a result if true and another if false

Create a drop down list for a user to choose information to feed to a query as a filter. The Expression Builder helps to identify and select database objects

Take information from queries and build into reports for presentation

Take a copy of a database using backup, repair a database when corrupted and compact a database to ensure it runs efficiently.

Assign a database password for security