

Microsoft Access

A 3 day **Hands on** training course



Description

A hands on course providing a solid grounding in Microsoft Access.



Key outcomes

By the end of the course delegates will be able to:

- ✓ Use and customise the Microsoft Access environment.
- ✓ Select, use and customise queries.
- ✓ Define tables.
- ✓ Design forms and reports.
- ✓ Recognise the use of macros.



Training approach

This structured course uses Instructor Led Training to provide the best possible learning experience. Small class sizes ensure students benefit from our engaging and interactive style of teaching with delegates encouraged to ask questions throughout the course. Quizzes follow each major section allowing checking of learning. Hands on sessions are used throughout to allow delegates to consolidate their new skills.



Details

Who will benefit?

Anyone wishing to work with Microsoft Access .

Prerequisites

Database fundamentals

Duration: 3 days

Overall rating:



Generic training 	Small class sizes 	Hands On training 	Our courseware 	Customise your course 
<p>Generic training compliments product specific courses covering the complete picture of all relevant devices including the protocols "on the wire".</p> <p><i>"Friendly environment with expert teaching that teaches the why before the how."</i> G.C. Fasthosts</p>	<p>We limit our maximum class size to 8 delegates; often we have less than this. This ensures optimal interactivity between delegates and instructor.</p> <p><i>"Excellent course. The small class size was a great benefit..."</i> M.B. IBM</p>	<p>The majority of our courses use hands on sessions to reinforce the theory.</p> <p><i>"Not many courses have practice added to it. Normally just the theoretical stuff is covered."</i> J.W. Vodafone</p>	<p>We write our own courses; courseware does not just consist of slides and our slides are diagrams not bullet point text.</p> <p><i>"Comprehensive materials that made the course easy to follow and will be used as a reference point."</i> V.B. Rockwell Collins</p>	<p>Please contact us if you would like a course to be customised to meet your specific requirements. Have the course your way.</p> <p><i>"I was very impressed by the combination of practical and theory. Very informative. Friendly approachable environment, lots of hands on."</i> S.R. Qinetiq</p>

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Course content

Introducing databases

Flat file databases, Relational databases, the objects defined in an Access database, planning a simple relational database.

Open Access and create a database

The database wizards, tables, creating and amending tables, using field properties to improve the quality of data entry and system performance, the primary key.

Working in datasheet view

View, add, modify and delete records, find records. Advantages and disadvantages of entering data directly into a table.

Queries

Sort and select records from a single table, advantages and disadvantages of entering data via a query, define simple calculated expressions, use 'Totals' queries.

Forms

Use the form wizards, basic editing of objects created using the form wizards, Data-entry in form view.

Reports

Use the report wizard, basic editing of objects created using the report wizard, print reports.

The multi table environment

Plan and create a related table, define a one-to-many relationship, write multi-table queries and use the 'AutoLookup' feature, use the form wizard to create a subform and carry out data-entry in a main/subform, print and amend reports, use the report wizard to create reports based on multi-table.

Relationships

Working with one-to-one and one-to-many relationships, recognising and handling many-to-many relationships, referential integrity.

Select queries

Select queries based on related tables, parameter queries, Crosstab, find unmatched queries and Find Duplicate, the implications of the Join properties in a relational query, conditional expressions, and working with the expression builder.

Action queries

Make table queries, append queries, update queries, delete queries.

Customising forms.

Using the Toolbox, calculated controls, Combo and List boxes, query by form, working with form and control properties, domain aggregate functions.

Reports

Report and control properties, customising sorting and grouping, calculated controls on reports, Sub-reports, editing and altering a report's source.

Macros

Introduction to macros.

