

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Determine the requirements and relationships of a basic database
- * Develop the necessary tables and relationships to store data
- * Create queries to manipulate data
- * Build forms for efficient data entry
- * Create reports
- * Use productivity tools to automate your database and analyse your data

PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

DATABASE CONCEPTS

- * What is a Database?
- * Flat File Database vs. Relational Database

INTRODUCTION TO MICROSOFT ACCESS 2000

- * Exploring an Access Database
- * The Access Screen and the Database Window

PLANNING AND DESIGNING A DATABASE

- * Planning a Database
- * Designing a Database

CREATING A NEW DATABASE

- * Using the Wizard
- * Creating a Blank Database

CREATING TABLES TO STORE DATA

- * Creating a Table in Design View
- * New fields in Design View
- * Data types
- * Design View vs Datasheet View
- * Managing Tables

SETTING FIELD PROPERTIES

- * Field size, Format Decimal Places, Input Mask, Caption, Default Value, Validation Rule, Validation Text, Required, Allow Zero Length and Indexed Properties

CREATING TABLE RELATIONSHIPS

- * Relationship type
- * Printing Table relationships

ENTERING AND VIEWING DATA IN TABLES

- * Entering and manipulating data in Tables
- * Timesaving Tools

ANALYSING DATA USING QUERIES

- * Viewing and extracting Data
- * Types of Queries
- * Multiple Table Queries

USING SELECTION CRITERIA IN QUERIES

- * Refining your data selection
- * Hiding fields in a Query

CREATING CALCULATED FIELDS IN QUERIES

- * Simple calculations in a Query
- * Combining fields in a Query
- * Further limiting your Query

CREATING FORMS TO VIEW AND EDIT DATA

- * Why use Forms?
- * Creating a Form
- * Saving changes to the design
- * Creating a Form and Subform

EDITING DATA USING FORMS

- * Working with Forms
- * Useful shortcuts for data entry in Forms

CUSTOMISING FORMS

- * Modifying the design of a Form
- * Sections in a Form
- * Inserting additional controls

WORKING WITH REPORTS

- * Why use Reports?
- * Printing and previewing your data
- * Positioning controls

ANALYSING A DATABASE

- * Analysing an area of your Database