

LEARNING OUTCOMES

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

- * Describe and create databases
- * Access, view and process data using queries
- * Produce forms for data entry
- * View data in report format

PREREQUISITES

It is recommended that participants 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

- * Provide a description of a database
- * Describe the differences between a flat file and a relational database
- * Introduction to Access 2003
- * Start Access
- * Open a database
- * Navigate through an Access database
- * Describe the objects within an Access database
- * Use Help

PLANNING AND DESIGNING A DATABASE

- * Describe the steps involved in effectively designing an Access database

CREATING A NEW DATABASE

- * Create a new database using the Database Wizard
- * Create a new blank database

CREATING TABLES TO STORE DATA

- * Create a table using a variety of methods
- * Save changes to a table's design
- * Set primary keys for each table you create

SETTING FIELD PROPERTIES

- * Identify each of the field properties and their uses
- * Set field properties to streamline data input

IMPORTING DATA

- * Import tables from another Access Database
- * Import Data from one table to another

CREATING TABLE RELATIONSHIPS

- * Define a relationship between two tables
- * Print the relationships within the database

ENTERING AND VIEWING DATA IN TABLES

- * Enter, edit and delete data within a table in datasheet view
- * Use sub datasheets
- * Use timesaving tools to assist with data entry
- * Analysing Data Using Queries
- * Describe the differences between select and action queries
- * View and extract selected data using single and multiple table queries

USING SELECTION CRITERIA IN QUERIES

- * Limit data within queries using selection criteria

CREATING CALCULATED FIELDS IN QUERIES

- * Perform simple calculations
- * Join text fields using queries
- * Use the Top Values feature

CREATING FORMS TO VIEW AND EDIT DATA

- * Create a form for data input
- * Sort, find and filter data in a form

EDITING DATA USING FORMS

- * Input and edit data using a form
- * Sort, find and replace data in a form

CUSTOMISING FORMS

- * Modify the layout and content of your form

WORKING WITH REPORTS

- * Create a report to print data
- * Preview and print data in a report

ANALYSING A DATABASE

- * Analyse the table structure of a database
- * Analyse the performance of a database
- * Document the definitions of the objects within the database