

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

PLANNING YOUR DESIGN

- * Starting Access
- * Creating a database
- * Opening a database
- * The Access screen & Database Window
- * Planning your design
- * Identifying your tables
- * Determining the fields for each table
- * Determining the primary keys
- * Determining relationships between tables
- * Optimising your database design
- * Implementing your design

STORING DATA USING TABLES

- * Creating a table
- * Setting field properties
- * Creating table relationships
- * Entering and manipulating data in tables

QUERYING TABLES

- * Viewing and extracting data
- * Testing and running your query
- * Refining your data selection
- * Operators and Functions
- * Expression examples
- * Editing your query
- * Simple calculations in a query
- * Simple functions in a query

WORKING WITH FORMS

- * Why use forms?
- * Creating simple forms
- * Working with forms
- * Modifying the design of your form
- * Inserting additional controls
- * Inserting a calculated control

WORKING WITH REPORTS

- * Why use reports?
- * Creating simple reports
- * Previewing and printing your report
- * Customising reports

TIMESAVING TOOLS

- * Creating a switchboard
- * Automating startup
- * Office Links
- * Analysing your database
- * Database utilities

APPENDIX

- * Database Replication
- * Glossary
- * Shortcut key summary