



COURSE DESCRIPTION

This class is suitable for trainees new to Microsoft Access. After this class you will have a very good working knowledge of Microsoft Access, including how to design and build an efficient relational database, construct data fields and tables, run queries, design forms and build reports. **Live face-to-face instructor – still the best way to learn!**

LEARNING OBJECTIVES

- ⊕ Database fundamentals
- ⊕ Efficient database design (tables/fields/keys)
- ⊕ Understand other core features in Access
- ⊕ Querying the database
- ⊕ Forms and Reporting

DETAILED COURSE OUTLINE

DATABASE FUNDAMENTALS	TABLES	FORMS
<ul style="list-style-type: none"> ⊕ Understanding general database terms ⊕ Database management systems ⊕ Table Overview ⊕ Data types ⊕ Table metadata ⊕ Queries and SQL ⊕ SQL Statements ⊕ Relational databases ⊕ Flat file databases ⊕ NoSQL databases ⊕ Advantages of relational databases ⊕ Access interface and objects ⊕ New databases ⊕ Existing databases ⊕ The navigation Pane ⊕ Access objects: Tables, Queries, Forms and Reports 	<ul style="list-style-type: none"> ⊕ Creating a simple table ⊕ Creating tables in Design View ⊕ Creating fields ⊕ Creating fields in Datasheet view ⊕ Creating fields in Table Design view ⊕ Setting a Primary Field ⊕ Data Validation using Field Properties ⊕ Setting validation rules ⊕ Setting table-level validation ⊕ Relationships and keys ⊕ The importance of primary keys and indexes ⊕ Deciding whether you need unique indexes ⊕ Creating relationships 	<ul style="list-style-type: none"> ⊕ Creating simple forms ⊕ Basic form design options ⊕ Bound and unbound form controls ⊕ Using the Form Wizard ⊕ Form Design ⊕ Displaying form properties ⊕ Form sections ⊕ Form controls ⊕ Adding bound controls to a form ⊕ Adding controls form the field list ⊕ Types of controls ⊕ Test box and label controls ⊕ List controls ⊕ Adding a command button ⊕ Changing the layout of controls
DATABASE DESIGN	QUERIES	REPORTS
<ul style="list-style-type: none"> ⊕ Fundamentals of efficient design ⊕ Modeling ⊕ The logical model ⊕ The physical model ⊕ Normal forms ⊕ Creating and Modifying databases ⊕ Choosing data types: Numeric, String, Other ⊕ Constraints ⊕ Changing table structure ⊕ Changing data types ⊕ Adding and deleting fields ⊕ Relationships and Keys 	<ul style="list-style-type: none"> ⊕ Creating basic queries ⊕ Select queries ⊕ Action queries ⊕ Adding data sources to a query ⊕ Selecting query fields ⊕ Query criteria ⊕ Adding mutple criteria conditions ⊕ Parameter queries ⊕ Total queries ⊕ Cross tab queries ⊕ Append queries ⊕ Update queries ⊕ Delete queries ⊕ Modifying queries ⊕ Sorting query results ⊕ Query field formatting ⊕ Using calculated fields ⊕ Creating calculated Yes/No fields ⊕ Calculated text fields 	<ul style="list-style-type: none"> ⊕ Creating Reports ⊕ Report basics ⊕ Setting up data sources ⊕ Filtering and ordering reports ⊕ Automatic report generators ⊕ Using the Report Wizard ⊕ Report Controls ⊕ Calculated fields ⊕ Grouping and summarizing ⊕ Formatting Reports ⊕ Report Page Setup options ⊕ Images and other objects ⊕ Themes