

Each Level – Introduction – Intermediate & Advanced has a duration of 1 day

Pre-Requisite

These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

INTRODUCTION

Objective:

To get an overview of how Access works and be able to create a basic database. Basic data entry.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Preferable

Some practical application for the course attending. Need to understand access and enter data.

Module 1

Getting Started

Database Structure
Database Discussion
Open Existing Database
Examine Objects
Create Database using a Wizard

Module 2

Tables

Creating Tables
Data Types
Field Properties

Setting Primary Key
Create a Form Wizard
Create a Report Wizard

Module 3

Data

Entering data
Navigate to records
Sort

Find

Module 4

Select Queries

Open existing Query
Modify

Create a query
Use Wildcard Characters
Use Operators

Module 5

Forms

Create Forms
Modify Form

Module 6

Reports

Create a Report
Modify

INTERMEDIATE

Objective:

Expand on basic knowledge of Access. Gain more of an understanding of queries.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction or equivalent.

Preferable

Some practical application for the course attending

Module 1

Database Discussion

Creating Tables
Field Properties
Create Combo Box
Create Value List

Module 2

Relationships

Referential Integrity
Cascade Update/ Delete

Module 3

Tables

Subdatasheets
Filters
Sort

Find & Replace
Import from Excel

Module 4

Queries

Select Queries
Parameter
Cross-Tab
Calculations

Module 5

Forms

Modify
Sub Forms
Calculations

Add Combo box field
Insert Logo
Charts Wizard

Module 6

Reports

Create Report Wizard
Groups
Modify
Calculations
Sent to Word
Analyse in Excel

ADVANCED

Objective:

To create an efficient database. Using macros and complex queries.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction and Intermediate or equivalent.

Preferable

Some practical application for the course attending. Have a database in mind to create or modify.

Module 1

Getting Started

Database Discussion
Relationships
Referential Integrity
Cascade Update/Delete

Module 2

Importing Data

Import to Access
To an Existing Table
Sub Set of Data
Create Hyperlinks
Insert Movie Clip

Module 3

Queries

Select
Parameter
Grouping
Joins
Cross-Tab
Action
Calculations

Module 4

Forms & Macros

Forms with Subforms
Create Macros
Conditional
Command Buttons
Message boxes

Query Macro
Filter Macro

Module 5

Tools

Table analyser
Document analyser
Print relationships
Switchboard Manager

Module 6

Reports

Calculations
Pivot table report
Security