

MS Access 97 for Windows Intermediate

A Two-Day Training Course

Course Aims:

This intensive course is designed to give existing Access 97 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when processing data with Access. This entirely 'hands on' course will give participants experience in producing database applications and the ability to create a variety of data views, queries and reports.

Course Outline:

Review of Access Database Principles

- Storage of Data (Task 1)
- Viewing, Entering & Editing Data (Task 2)
- Searching For & Asking Questions of the Data (Task 3)
- Printing Reports (Task 4)
- Automating Tasks

Performance & Database Design

- Objectives when Designing a Database
- Database Design
- Indexes and Keys
- Creating an Index
- Which Fields to Index?
- Multiple Field Indexes
- Relational Database Design
- Designing Tables
- Relational Database - Definition
- Creating a Relational Model
- Different Types of Links
- Setting up Indexes
- Primary Keys
- Relationships & Referential Integrity
- Using Look-Up Fields

Table Definition Components

Designing Multi-Table Forms

- Advantages of Forms in Access
- AutoForm; The Form Wizard
- Creating Multi-Table Forms
- Creating a Form Using Multiple Tables

Target Audience:

Existing users of MS Access 97 for Windows who want to get grips with some of the more advanced features of this package as quickly as possible.

Assumed Knowledge:

A basic understanding of PC's, Windows and MS Access 97 is required, gained from previous experience or by attendance on a "MS Access 97 for Windows Essentials" course.

The Form Design Work Surface

- The Object Property Sheet
- The Field List; The Toolbar

Advanced Forms Design

- Calculated Fields
- Expression Builder
- Field Display Types
- Command Buttons

Importing Data

- Importing Tables from External Sources
- Append Query

Table Analyser

- The Table Analyser

Querying a Database

- What is a Database Query?
- Criteria
- Table Joins in Queries
- The Different Join Types
- Parameter Queries
- Find Duplicates Query
- Find Unmatched Query
- Cross tab Query

Reporting

- Report Wizard
- Tabular Reports
- Using the Report Wizards