MS Access 2003 Intro/Intermediate

WALL TO WALL COMPUTER SERVICES

Duration: **2 Days**   Course Code: **I-D035**

This course has been designed to introduce the fundamentals and required knowledge for designing databases in Microsoft Access 2003.

Learning Outcomes

By the end of this course students will be able to understand the requirements of a database, create the necessary tables and relationships required to store data, extract required information using queries, build forms for efficient data entry, generate reports to a required layout and use productivity tools to automate the database

Prerequisites

This course is designed for students with limited or no knowledge of Microsoft Access. This is the recommended starting point for most users.

Database Concepts

- Provide a description of database concepts
- Flat file database v's Relational Database
- Introduction to Access 2003
- Start and Open a Database
- Describe Access Objects
- Use online help

Planning and Designing a Database

- Describe the steps involved in effectively designing an Access database

Creating a New Database

- Creating a database using the wizard
- Creating a blank database

Creating Tables to Store Data

- Creating a Table in a variety of different ways
- Saving changes to a table's design
- Setting Primary Key's and Options for each Table

Setting Field Properties

- Field Size, Format Decimal Places
- Input Masks, Captions
- Default Values, Validation Rules, Validation Text
- Required, Allow Zero Length & Indexes

Importing Data

- Importing Tables and Data from other Sources

Creating Table Relationships

- Defining the Relationship between two Tables
- Printing Relationships

Entering and Viewing Data in Tables

- Entering and manipulating data in tables
- Using Subdatasheets
- Timesaving Tools

Analysing Data Using Queries

- Look at the differences between Select and Action Queries

- View and Extract data using Single and Multiple table Queries

Using Selection Criteria in Queries

- Limit data within Queries using Selection Criteria

Creating Calculated Fields in Queries

- Simple calculations in a query
- Combining fields in a query
- The Top Values Feature

Creating Forms to View and Edit Data

- Creating Forms for Data entry
- Sort, Find and Filter data in a Form

Editing data in Forms

- Entering data into forms
- Sorting, Find and Replace

Customising Forms

- Modifying the design of a form

Working With Reports

- Creating a report
- Printing and Previewing your data

Analysing Databases

- Analysing an area of your database
- Analyse the Performance of your database
- And much more…