



Microsoft Access – Building Databases, Intermediate Level

Overview

This course is designed to build on delegate's existing skills. The course is entirely 'hands on' and those attending will gain a good understanding of the Relational Database Strategy to provide them with the skills required to plan and design a database and develop more powerful and flexible forms, reports and queries.

This course is offered for Microsoft Access 2007, 2010, 2013.

Objectives

This course will enable delegates to be fully competent in the design of a relational database which will include powerful queries and reports.

Some topics are specific to a version therefore will only be included for the relevant version.

Course Content

Planning and designing a relational database.

- During the course we will design 2 databases

Database theory.

- Table and query relationships
- Referential integrity

Designing tables.

- Setting primary keys
- Defining data types
- Setting field properties
- Creating input masks
- Adding default values
- Setting validation rules

Importing from Excel to create tables and add data to existing tables.

Linking to other Access files.

Developing reports.

Looking at report properties for grouping reports and section properties to control page breaks etc.

Designing forms for relational databases.

- Main and sub forms
- Expressions in forms
- Placing a check box on the form
- Placing a command button on the form
- Placing a group box on the form
- Placing a combo box on the form
- Placing a list box on the form
- Using conditional formatting
- Making a form "Read Only"

Developing queries.

- Developing summary queries
- Join properties and identifying join types
- Action queries – Make a table, delete, update, duplicate record queries
- Developing expressions in queries
- Parameters

PFH Technology Group

Duration: 2 days

Cost: €250

Format: Instructor led

Prerequisites

Delegates must have a basic knowledge of Access and be able to create simple queries, forms and reports. Database and table design skills are not necessary.

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