MICROSOFT ACCESS - BUILDER FOUNDATION COURSE OUTLINE

APPLICATION	MICROSOFT ACCESS
LEVEL	BUILDER FOUNDATION
DURATION	TWO DAYS
WHO SHOULD ATTEND	This course is designed for delegates who need to learn how to build a basic Access database. The course introduces delegates to database concepts and teaches them the essential topics of database structure, table and query definition and the definition and use of other Access objects.

OBJECTIVES

At the end of the course the delegate will be able to:

Database Design	understand fundamentals of relational database design and structure, design a database with tables, fields, primary keys and foreign key fields.
Table Design	use design view, datasheet view and the table wizard to create tables, set data types, field properties, primary keys and lookup columns
Tables	set table layout, navigate, enter and edit data, sort table data, use find and replace, use filter by selection and filter by form, apply wild cards
Form Design	use form wizards to create forms, use design view to customise forms, use the field chooser to add fields, use the toolbox to add labels and images, set form format and access properties, enter and edit data, use find and filter
Select Queries	Create single and multi table queries, sort query data, use AND and OR criteria, hide and show fields
Parameter Queries	add flexibility to queries so that criteria values (e.g. dates) can be entered at the time the query is run
Calculated Queries	create queries with calculated felds, using standard operators, and functions, use the Zoom window and the Expression Builder
Summary and Group Queries	create queries to summarize data for totals, averages, maximum and minimum values, group query results
Reports	create reports, grouped reports and label reports using wizards, use design view to customise reports and set report properties
Controls and Subforms	create and use subforms, use command buttons to assist workflow