



Course Outline

Microsoft Office Access Advanced- 2 Days

Contents

Relational Database Design

- Designing A Relational Database
- Scoping The System
- Determining The Inputs
- Normalising A Database
- First Normal Form (1NF)
- Second Normal Form (2NF)
- Second Normal Form – Case Study
- Third Normal Form (3NF)
- Database Indexing

Creating A Relational Database

- Creating A New Database File
- Creating Lookup Tables
- Defining A Primary Key
- Saving And Closing A Table
- Creating The Expense Type Table
- Creating The Transactions Table
- Creating The Details Table

Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up The Employees Table
- Looking Up The Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing The Employee Table Join
- Editing The Expense Type Table Join
- Creating A New Join
- Creating A Relationships Report

Importing And Exporting Records

- Exporting Records To Microsoft Excel
- Exporting Records To dBase
- Exporting Records To A Text File
- Importing From Microsoft Excel
- Importing From A Text File
- Linking To An External Source

Multi-Table Queries

- Understanding Relational Queries
- Creating A Relational Query Design
- Filtering A Relational Query
- Filtering Related Fields

Adding More Tables And Fields

- Utilising Hidden Fields
- Understanding Query Joins
- Creating An Inner Join
- Creating A Left Outer Join
- Creating A Right Outer Join

Parameter Queries

- Creating A Parameter Query
- Displaying All Records
- Using Parameters To Display A Range
- Using Parameters In Expressions
- Using Parameters With Wildcards

Calculations In Queries

- Creating A Calculated Field
- Formatting Calculated Fields
- Summarising Data Using A Query
- Changing The Grouping
- Calculating With Dates
- Using Criteria In Calculations
- Concatenating String Fields

Aggregation Queries

- Creating An Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations
- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria To Aggregates
- Understanding Nested Queries
- Creating An Assembly Query
- Creating The Nesting Query

Action Queries

- Creating A Make Table Query
- Using A Make Table Query
- Expressions And Update Queries
- Preparing An Update Query
- Running An Update Query
- Updating Using Expressions
- Running An Expression-Based Update
- Creating A Delete Query
- Running A Delete Query
- Creating An Append Query
- Running An Append Query
- Turning Action Messages Off

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Modifying Forms

- Understanding Form Design And Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With A Control Stack
- Changing Control Widths
- Moving Controls On A Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding An Unbound Control
- Adding A Control Source
- Formatting A Control
- Checking The Current Tab Order
- Changing The Tab Order
- Inserting The Date Into The Form Header

DIY Forms

- Creating A Multiple Item Form
- Adjusting The Layout Of a Form
- Typing Into A Form Layout
- Disabling Fields
- DIY Sub Forms
- Removing SubForm Redundancy
- Splitting And Merging Layout Cells
- Adding An Easy Lookup Field
- Adding Buttons To A Form
- Adjusting Form Properties

Creating And Using Macros

- Understanding Macros And VBA
- Creating A Macro
- Running A Macro
- Modifying An Existing Macro
- Interacting With The User
- Stepping Through A Macro
- Documenting Macros

Macro Techniques

- Creating A Print Macro
- Using Conditions To Enhance A Macro
- Creating A Sequence Of Conditions
- Understanding The Versatility Of MsgBox
- Using The MsgBox Function
- Reconfiguring A Message Box
- Using The InputBox Function

Macros On Forms

- Understanding Macros On Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming An Event
- Running An Event Macro
- Modifying An Event Macro
- Setting Echo Off
- Adding A Close Button
- Creating A Search Macro
- Running The Search Macro
- Understanding The Search Macro
- Naming Macros
- Referencing Macro Sheet Macros

Database Wellness

- Compacting And Repairing A Database
- Understanding Database Splitting
- Using The Database Splitter
- Managing Linked Tables
- Checking Object Dependencies
- Analysing Database Performance
- Documenting A Database

An Introduction To VBA

- Understanding VBA
- Coding VBA For An Event
- Running VBA Event Code
- MsgBox And InputBox
- Modifying An Existing Procedure
- Understanding The Modified Code
- Creating A Standard Module
- Loan Simulator Code
- Running The Code
- Understanding The Loan Simulator Code
- Creating A Button For The Simulator
- Attaching The Simulator Code

Concluding Remarks