

ACCESS COURSES



ACCESS LEVEL 1

Understand the concept of a database, its different options and (design) relationships between tables. Linking tables; use the form and report wizards to create forms/reports. Learn how to perform advanced queries and use some in-built macros. Understand database methodologies in order to create specific data models based on projects. Create advanced forms and reports using sub-forms/ sub-reports, calculated fields and events.

Level:

For beginners

Prerequisites:

Windows file management, preferably some experience with Excel databases.

Audience:

Most suitable for people who had some experience with Excel databases and wish to create a more complete solution with Access. This program requires a lot of practice before being able to design a stable database, therefore it is only recommended for students who will have this time to practice (1-2 hrs/day for 2-3 weeks). It is also recommended to do Access Level 1 and 2 together to provide the student with the main topics of database design.

Aim:

of this course is to understand the concept of a database, its different objects, and relationships between tables (modelling). At the end of this course, students will be able to create a new database, create tables by adding fields, setting up the data type and modify the different properties.

Overview:

Module 1: The Screen and Help

- Database basics
- Running Access
- The initial Screen
- Opening a database
- Working with help

Module 2: Working with Existing Table

- Viewing a table
- Navigating
- Editing
- Working with autocorrect
- Spell Checking
- Table vs Form View
- Resizing the table
- Resizing a column
- Moving a column
- Hiding/Unhiding a column
- Freezing/Unfreezing columns
- Changing Font and Row Height
- Sorting the data

- Printing the view
- Filtering records
- Finding data

Module 3: Creating Database and Tables

- Concept of relational databases
- Creating a database
- Designing a table in design view
- Specifying a data type
- Setting the primary key
- Modifying field properties
- Restructuring a table

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Two days (L1 & L2)

ACCESS COURSES



ACCESS LEVEL 2

Understand the concept of a database, its different options and (design) relationships between tables. Linking tables; use the form and report wizards to create forms/reports. Learn how to perform advanced queries and use some in-built macros. Understand database methodologies in order to create specific data models based on projects. Create advanced forms and reports using sub-forms/ sub-reports, calculated fields and events.

Level:

For beginners

Prerequisites:

Access Level 1

Audience:

Most suitable for people who had some experience with Excel databases and wish to create a more complete solution with Access. This program requires a lot of practice before being able to design a stable database, therefore it is only recommended for students who will have this time to practice (1-2 hrs/day for 2-3 weeks). It is also recommended to do Access Level 1 and 2 together to provide the student with the main topics of database design.

Aim:

of this course is to design the relationships between tables (modelling), creating selection queries with criteria, linking tables through queries, understanding what summary and compound queries are. The student will also start using the form and report wizards in order to create simple forms/reports.

Overview:

Module 1: Importing/exporting

Module 2: Relationships

- Creating Relationships through the lookup wizard
- Creating manual relationships

Module 3: Queries

- Querying tables
- Saving/Opening a query
- Wildcards
- Compound Queries
- Miscellaneous Operators
- Querying multiple tables
- Calculated Fields

Module 4: Forms and Reports Wizards

- Creating Forms & Reports
- Customizing Forms & Reports
- Saving and opening

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Two days (L1 & L2)