

Access

Access Level 1

Aimed at the novice user who needs to know the basics of good database design

Access Level 2

Aimed at the self taught or anyone who is familiar with the essentials of databases

Access Level 3

Aimed at anyone who wants to create complex databases

VBA for Access

Aimed at the Power User or anyone who wants to create complex & smart databases

Microsoft Access 2003 - Level 2

Creating Smarter Databases

Introduction

The skills and knowledge covered in this course are sufficient to sort, filter, and query data, to validate data prior to data entry, and to build a small menu system to manage a database.

Prerequisites

This course assumes a basic knowledge of Microsoft Access 2003, especially building a database file and data tables. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Outcomes

At the completion of this course, participants will be able to:

- Sort and filter data in a table
- Format data in tables
- Use a range of data validation techniques to protect data integrity
- Export records from Access
- Export records to HTML for use on the Web
- Add parameters to queries to capture criteria data
- Protect your database files against unauthorised access.

Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



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1300 TO TRAIN

Course Outline

- ∅ **Sorting & Filtering Table Data**
 - Simple Sorting
 - Sorting On Several Fields
 - Creating A Simple Filter
 - Clearing A Filter
 - Filtering By Exception
 - Filtering By Form
- ∅ **Formatting Table Data**
 - Changing Column Widths
 - Changing Column Headings
 - Formatting The DataSheet
 - Changing Fonts
 - Moving Columns
 - Freezing Columns
 - Hiding Columns
 - Unhiding Columns
- ∅ **Data Validation**
 - Assigning Default Values
 - Marking A Required Field
 - Validation Rules And Text
 - Creating A Lookup Field
 - Working With Validations
- ∅ **Exporting Records**
 - Copying A Table
 - Exporting A Table To Microsoft Excel
 - Exporting A Table To A Text File
 - Exporting A Filtered Table
 - Exporting Selected Records
 - Creating An Export Query
 - Exporting From A Query
- ∅ **Exporting To HTML**
 - Exporting A Table To HTML
 - Viewing An HTML Document
 - Exporting A Report To HTML
 - Creating Hyperlinks
- ∅ **Parameter Queries**
 - Creating A Parameter Query
 - Displaying All Records
 - Using Parameters To Display A Record Range
 - Nominating Specific Data Types
 - Using Parameters In Expressions
- ∅ **Calculated Fields**
 - Creating A Calculated Field
 - Formatting Calculations
 - Calculating Across Two Tables
 - Calculating Dates
 - Using Criteria In Calculations
 - Concatenating String Fields
- ∅ **Action Queries**
 - Creating A Make Table Query
 - Viewing A Table Created By A Make Table Query
 - Expressions & Update Queries
 - Preparing An Update Query
 - Running An Update Query
- Creating A Saved Update Query
- Running A Saved Query
- Creating A Delete Query
- Creating An Append Query
- ∅ **Table & Query Relationships**
 - Understanding Join Types
 - Using Default Joins
 - Orphan Records
 - Viewing Orphan Records
 - Deleting Orphan Records
 - Creating An Exception Query
 - Viewing A Query In SQL
- ∅ **Database Protection**
 - Setting A Password
 - Opening A File With A Password
 - Removing A Password
 - Encoding A Database File
 - Decoding A Database File
 - Hiding Database Objects
 - Viewing & Unhiding An Object
- ∅ **Using The Switchboard**
 - Creating A Switchboard
 - Creating Subsidiary Menus
 - Creating A Menu Item
 - Returning To Another Menu
 - Creating A Number Of Menu Items
 - Linking The Menus
 - Modifying The Menu Forms
 - Changing The Startup