

Access 2010 – Level 1

How to choose a course:	When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need.
Course Description:	This course introduces the very powerful MS Access Relational Database application in a practical and methodical manner using a best practice approach.
Ideal Participant:	This course is ideally suited to someone who needs to query and manipulate large amounts of data. Although prior knowledge of Access is not required, the ideal participant will be confident with computers and possess experience with MS Excel.
Course Duration:	2 Days

Topics

- **Introduction To Relational Database Design**
 - database concepts, relational vs. flat-file design, explore Access database objects, planning a database build, normalisation concepts
- **Building Tables**
 - building tables in design view, add fields and assigning data types, naming conventions, assigning primary keys, saving tables, data entry techniques, setting field sizes and formats, setting field captions
- **Importing, Exporting and Linking Data**
 - data exchange with other Access databases and with Excel, import text file data, linking to tables in another database or Excel spread sheets
- **Validating Data**
 - using input masks, field validation rules, table validation rules, creating simple lookup lists, enforcing required fields, setting default values
- **Working with Records**
 - deleting records, copy and paste records and fields, finding records, filtering records
- **Table Relationships**
 - conducting a table health check prior to linking, linking tables manually, testing table relationships, enforcing referential integrity, linking tables using the lookup wizard, problems with linking, working with related tables
- **Basic Queries**
 - understanding select queries, adding fields, removing fields, reordering fields, sorting records, adding criteria to a query (text, number, date, Boolean, null), creating AND and OR conditions, working with multi table queries

- **Enhanced Queries**
 - exploring query join types, creating parameter queries that prompt for criteria, performing calculations in queries, aggregate queries
- **Basic Forms**
 - about forms, creating forms with the Form Wizard (column, tabular, justified and datasheet), working with data on forms
- **Form Techniques**
 - adjusting field layout, working with layout view, stacking and unstacking fields, changing an existing forms record source, basing a form on a query, working with form headers and footers, adding simple control buttons to forms, working with sub forms
- **Basic Reports**
 - about reports, using the report wizard, creating grouped reports building reports on queries, building reports on multiple, linked tables, building reports on parameter queries, adjusting the report layout
- **Fine Tuning Access 2010**
 - customising the navigation pane, tabbed vs. overlapping windows, customising the Quick Access toolbar, customising the Ribbons
- **Creating a Simple Database Interface**
 - creating a database menu form (switchboard), adding buttons to the form, setting the form to open on start-up, hiding the navigation pane, working with the navigation form tool

* For course customisation options please contact SLM Images