



Introduction & Intermediate Access

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows and the ability to use a mouse. Excel knowledge very helpful

Objectives

- Identify the basic components of an Access Database
- Build the structure of a database.
- Manage data in tables.
- Query a database.
- Design forms.

Course Outline

Analyzing Resources

- Displaying the Resource Usage Profile

Getting Started with Access Databases

- Identify the Elements of the Access 2010 Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Building the Structure of a Database

- Create a New Database

- Create a Table Using the Design View
- Manage Tables
- Establish Table Relationships

Managing Data in a Table

- Modify Table Data
- Sort and Filter Records
- Work with Subdatasheets

Querying a Database

- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Designing Forms

- Create a Form
- Modify the Design of a Form
- View and Edit Data Using an Access Form

Generating Reports

- Create a Report
- Add a Control to a Report
- Format the Controls in a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print



Introduction & Intermediate Access

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Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows and the ability to use a mouse. Introduction to Access and Excel knowledge very helpful

Objectives

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify Data using queries.
- Improve forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Course Outline–Day 2

Controlling Data Entry

- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats for Entering

- Field Values
- Create a List of Values for a Field

Joining Tables

- Create Query Joins
- Join Tables with No Common Fields
- Relate Data Within a Table

Creating Flexible Queries

- Set the Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Improving Forms

- Restrict Data Entry in Forms
- Organize Information with Tab Pages
- Add a Command Button to a Form
- Create a Subform
- Display a Summary of Data in a Form
- Change the Display of Data Conditionally

Customizing Reports

Note :

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.



Advanced Access

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction and Intermediate Access or equivalent knowledge.

Objectives

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Microsoft® Office Access® macros.
- Customize reports by using various Microsoft® Office Access® features.
- Maintain their databases using Microsoft® Office Access® tools.

Course Outline

Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Writing Advanced Queries

- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Simplifying Tasks with macros

- Create a New Database
- Create a Table Using the Design View
- Manage Tables
- Establish Table Relationships

Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF



Advanced Access

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Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

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