

## Access 2002/2003 Course Outlines

The detailed process of creating a functional Access database is divided into three trainer-led workshops:

**Stage 1 - Getting Started (2 days)**

**Stage 2 - Detailed Structures (1 day)**

**Stage 3 - Finishing Off (2 days)**

In total, the three courses provide sufficient information to design and build fully functioning data structures with a user interface and output reports.

Other topics include data management tools and techniques, creating a user filtering system, importing data and exporting data and information.

Entry level skills are necessary to gain the maximum benefit from this course and would include at least:

- Experience working in a Windows environment
- File management skills and a basic understanding of file extensions.
- Experience working with other MS Office products (Excel is particularly relevant)
- Knowledge of the use of the mouse to navigate and use shortcut menus
- A reasonable typing speed to cope with the data construction and data entry tasks

Anyone attending a course should ensure that they are able to set aside the full course time. Partial attendance is inappropriate. The trainer will be unable to extend “catch-up” time, as the workshop sessions are continuous and sequential.

Those electing to attend Stage 2 or Stage 3 are assumed to have the full skill set covered in the previous course/s, especially an understanding of design concepts and normalisation skills.

Follow-up activities, with optional trainer support, are provided. Those attending the courses are strongly advised to rehearse and develop their skills on a regular basis.

The design and development of MS Access databases is a very interesting and rewarding undertaking. These workshop courses will produce professional, functional results and the satisfaction of a job well done.

## Stage 1 Getting Started ( 2 days)

Relational Databases	<ul style="list-style-type: none"> <li>• Discuss the nature of a relational database</li> <li>• Examine the process of creating a database</li> <li>• Compare relational and flat data structures</li> <li>• Understand the nature of data redundancy</li> <li>• Consider methods of designing data structures</li> <li>• Consider linking structures</li> <li>• Evaluate the nature of data links</li> </ul>
Database Wizard	<ul style="list-style-type: none"> <li>• Examine the Database Wizard</li> <li>• Create a Database</li> <li>• Examine the Pros and Cons</li> </ul>
Screens and Menus	<ul style="list-style-type: none"> <li>• Examine the Microsoft Access Screen</li> <li>• Explore the Title Bar</li> <li>• Learn how to change the Title Bar display</li> <li>• Examine the Toolbar</li> <li>• Identify the contents of the Database Window</li> <li>• Learn about Task Panes</li> <li>• Learn about the Status Bar</li> </ul>
New Database and Tables	<ul style="list-style-type: none"> <li>• Create a new simple database</li> <li>• Set the Database Properties</li> <li>• Create table structures</li> <li>• Set Field Properties</li> </ul>
Datasheets and Data Entry	<ul style="list-style-type: none"> <li>• Demonstrate the use of the Datasheet</li> <li>• Use a Datasheet to enter test data</li> <li>• Sort the Datasheet</li> <li>• Change the column order</li> <li>• Filter the record list</li> <li>• Use the Pivot Table View</li> </ul>
Linking Tables	<ul style="list-style-type: none"> <li>• Demonstrate the Relationships screen</li> <li>• Examine the method of linking table fields</li> <li>• Find out about Referential Integrity</li> <li>• View the error messages and interpret them</li> </ul>
Form Wizard	<ul style="list-style-type: none"> <li>• Explore the forms wizards</li> <li>• Use the form wizards to create different types of form</li> <li>• Editing the forms created by the wizard.</li> </ul>
Form Formatting	<ul style="list-style-type: none"> <li>• AutoFormat</li> </ul>

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	<ul style="list-style-type: none"><li>• Design View</li><li>• Form Sections</li><li>• Form Properties</li><li>• Form Objects</li></ul>
Combo Boxes	<ul style="list-style-type: none"><li>• Learn the combo box wizard</li><li>• Build a combo box without the wizard</li><li>• Convert a text box into a combo box</li><li>• Look at list boxes as an alternative</li></ul>
Query Wizard	<ul style="list-style-type: none"><li>• Explore the Query Wizard</li><li>• Examine the Query</li></ul>
Select Queries	<ul style="list-style-type: none"><li>• Create a query in Design View</li><li>• Add and remove table objects</li><li>• List fields from various table sources</li></ul>
Report Wizard	<ul style="list-style-type: none"><li>• Build a report using the Report Wizard</li><li>• Find out about the Auto-Reports</li><li>• Examine the Report Screen and Tools</li></ul>
Labels	<ul style="list-style-type: none"><li>• Examine the Label Wizard</li><li>• Custom Labels</li><li>• Formatting the labels</li></ul>

## Stage 2 Detailed Structures (one day)

Many to Many Relationships	<ul style="list-style-type: none"> <li>• Define the need for many-to-many-relationships</li> <li>• Create junction tables</li> <li>• Link the table structures</li> </ul>
Unlinked Tables	<ul style="list-style-type: none"> <li>• Identifying circular references</li> <li>• Identifying multiple linked tables</li> </ul>
Creating a Form in Design View	<ul style="list-style-type: none"> <li>• Changing the Record Source</li> <li>• Front-End Forms</li> <li>• Tab Order</li> </ul>
Subforms	<ul style="list-style-type: none"> <li>• Establish many to many data entries</li> <li>• Create and use subforms</li> <li>• Link subforms on to the Main Form</li> </ul>
Special Queries	<ul style="list-style-type: none"> <li>• Find out about the special queries</li> <li>• Use the wizard to locate unmatched records</li> <li>• Use the wizard to find duplicate</li> <li>• How and when to use a Make-Table query</li> <li>• How and when to use an Append query</li> <li>• How and when to use an Update query</li> <li>• How and when to use a Delete query</li> <li>• Allow user input into Query Criteria parameters</li> </ul>
Reports in Design	<ul style="list-style-type: none"> <li>• Apply Auto-formatting</li> <li>• Using the toolbox</li> <li>• Add and remove objects</li> <li>• Change report objects</li> <li>• Adding calculated fields</li> <li>• Build SubReports</li> </ul>
Charting	<ul style="list-style-type: none"> <li>• Investigate Form and Report Charts</li> <li>• Learn how to use Pivot Charts on Forms and Reports</li> <li>• Amending charts</li> </ul>
Object Grouping	<ul style="list-style-type: none"> <li>• Investigate Microsoft Access Grouping</li> <li>• Learn how to create a group</li> <li>• Learn how to add items to a group</li> </ul>

## Stage 3 Finishing Off (two days)

Switchboard	<ul style="list-style-type: none"> <li>• Creating a Switchboard</li> <li>• Amending the Switchboard</li> </ul>
Macros	<ul style="list-style-type: none"> <li>• Explore the uses of macros and simple code instructions in a database</li> <li>• Link forms together</li> <li>• Automatically format report records</li> </ul>
Filtering	<ul style="list-style-type: none"> <li>• Produce user-friendly database filters</li> <li>• Attach a filter form to a display form</li> <li>• Attach a filter form to a report</li> <li>• Use multiple-field filtering</li> </ul>
Analysis and Documentation	<ul style="list-style-type: none"> <li>• Table Analysis</li> <li>• Performance Analysis</li> <li>• Documenter</li> </ul>
Importing Data	<ul style="list-style-type: none"> <li>• Import data from Access databases</li> <li>• Import from Excel</li> <li>• Import from a text file</li> </ul>
Exporting Data	<ul style="list-style-type: none"> <li>• Export to Excel</li> <li>• Export to Word</li> <li>• Export to a Text file</li> <li>• Export to another Access database</li> </ul>
Splitting the Database	<p>Table Data Protection  Multi-User access  Interfaces for Multiple Function access</p>
Introduction to VBA	<p>Object-Oriented Programming basics  User Communication  Dates and Times  Manipulating Form Object Properties  Errors</p>