

Objectives After completing this course the delegate will be able to produce a database which could be used by people with no Microsoft Access knowledge.

Prerequisites Some experience in using/creating a database would be beneficial.

Duration 2 days

The topics covered on the course are,

1 Introduction

- Basic Concepts
- The Training Database Project.

2 Tables

- Normalising the Data
- Naming Conventions
- Creating the Tables
- Relationships between Tables

3 Forms

- Using the Form Wizard
- Setting Form Properties
- Setting Control Properties
- Importing Microsoft Excel data
- Creating a Main Form/Sub Form

4 Creating a Menu System

- Designing a Menu Form
- Writing a Macro for the Menu
- Returning to the Menu
- The Start-up dialog box

5 Database Utilities

- Compact and Repair
- Database Splitter
- Linked Table Manager
- Converting a Database

6 Queries and Reports

- Multi-Table Queries
- Using the Report Wizard
- Working in Design View
- Adding Reports to the Menu

7 Macros

- Basic Features
- The AutoExec Macro
- List of Actions

8 Modules

- Some Definitions
- List of Events
- Creating a Function Procedure

9 Events

- When Events Occur
- List of Events
- Creating an Event Procedure

10 Expressions

- About Expressions
- Generating Custom Codes

11 Dynamic Queries

- Develop the Query
- Link to a Main Form/Sub Form
- Automate with simple Visual Basic code

12 Action Queries

- Make Table Queries
- Append Queries
- Update Queries
- Delete Queries

13 Final Steps

- Calculations in Queries