

Objectives During the two half day sessions, attendees will be taken from fundamentals right through to competent user level.

Prerequisites Attendees should be comfortable using a modern PC system.

Duration 2 separate half day sessions

The topics covered on the course are,

1 Database Creation

- Designing a Table
- Field Properties and Data Types
- Setting a Primary Key
- Saving the Table Design

2 Adding and Editing Data

- Working in a Datasheet
- Adding, Deleting, Saving and Undoing

3 Altering the Table Design

- Altering the Design

4 Working in a Datasheet

- Changing the layout of a Datasheet

5 Simple Queries

- Designing a Query
- The Query Design Window
- Selecting Fields/Records to Show

6 More Query Features

- Calculating Query during a Query
- Sorting and Totalling in a Query

7 Forms Design

- Creating Forms with a Wizard
- The Forms Design Window

8 Report Design

- Creating Reports with a Wizard
- The Report Design Window

9 More about Datasheets

- Finding Information in a Datasheet
- Replacing Information
- Sorting and Filtering in a Datasheet

10 Relationships between Tables

- The *Northwind* Sample Database
- Multi-Table Queries
- Creating the Relationships

11 Custom Forms

- Starting from Scratch
- Control Properties
- Using List / Combo Boxes
- Check Boxes / Option Buttons
- Calculations on a Form

12 Custom Reports

- Starting from Scratch
- Sorting and Grouping
- The Control Types to be Used

13 Action Queries

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

14 Macro Design

- Creating a Macro
- The Macro Design Window
- Saving and Running the Macro