



MICROSOFT ACCESS ESSENTIALS

SKILL LEVEL : INTERMEDIATE / ADVANCED
DURATION : 2 FULL DAYS

Mobile MOUSE
Unit 1 / 41 Action Rd
Malaga WA 6090
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COURSE OVERVIEW

This course will take you from understanding the concepts and elements of relational database design including one to one, one to many and many to many relationships. You will learn how to plan and normalize a database as well build a database from scratch right through to the completed product including queries, reports and forms using practical and realistic (and not contrived) examples. This course is tailored towards students obtaining the Microsoft Office Specialist Certification (MOS).

WHO SHOULD ATTEND THIS COURSE

This course is designed for people who currently (or who are / will be required to) edit or manage simple databases. Anyone who is looking for a starting point to design their own database or who would like to get their head around relational database concepts and design is an ideal candidate to attend this course.

COURSE DURATION AND VENUE

- 2 full days (9am to 4pm)
- Venue: Onsite (your premises) or In-house (our premises)

MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this is not a "Data Entry" course.
- Attendees should already have strong keyboard and mouse skills.



COURSE CONTENT AND OUTLINE

PART 1 - CREATING AN ACCESS DATABASE

- Critical Fundamental Database Concepts
- Microsoft Access Interface
- Creating a New Database
- Starting with a new blank database
- Using a database template
- Working with Database Objects
- Exploring database objects
- Opening and accessing database objects
- Database objects views
- Moving Among Records
- Formatting Datasheets
- Modifying a Toolbar / Quick Access Toolbar

PART 2 - BUILDING TABLES AND QUERIES

- Creating and Modifying Tables
- Adding fields to a table
- Deleting and rearranging fields
- Field data types
- Assigning key fields for a table
- Using Input Masks to Control Field Entry
- Creating Lookup Fields for Easy Entry
- Modifying Other Field Properties
- Creating and Modifying Queries
- Query criteria
- Creating a select query
- Creating a crosstab query
- Creating a make table / update / append query
- Calculated Fields in Queries
- Sorting and filtering records

PART 3 - WORKING WITH FORMS

- Creating and Modifying Forms for data entry
- Creating and Modifying Forms buttons and controls
- Form properties for display and protection of data
- Viewing and Organizing Form Information
- Working with database records
- Sorting and filtering records

PART 4 - DEFINING RELATIONSHIPS

- Creating Relationships based on keys
- One to one relationships
- One to many relationships
- Many to many relationships
- Setting Referential Integrity
- Cascade updates
- Cascade deletes

PART 5 - REPORTING AND EXCHANGING DATA

- Producing Reports
- Creating and formatting reports
- Creating reports using the report wizard
- Formatting reports
- Sorting and filtering report data
- Adding calculated controls to reports
- Previewing and printing reports
- Integrating with Other Applications
- Importing data from other applications
- Exporting data to other applications

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