

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 A good understanding of Windows and this application is essential.

Duration 1 day

The topics covered on the course are,

1 Introduction

- Basic Concepts
- The Training Database Project.

2 Tables

- Normalising the Data
- Naming Conventions
- 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 Startup dialog box

5 Database Utilities

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

6 Security

- What is a Workgroup
- Users and Groups
- Permissions
- Activate the Logon Procedure

7 Queries and Reports

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

8 Macros

- Basic Features
- The AutoExec Macro
- The AutoKeys Macro

9 Modules

- Some Definitions
- Creating a Function Procedure

10 Events

- When Events Occur
- Creating an Event Procedure

11 Expressions

- About Expressions
- Generating Custom Codes

12 Dynamic Queries

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

13 Action Queries

- Make Table / Append / Update/ Delete Queries

14 Other Features

- Calculations in Queries