



Versatéo

Software Training solutions

## Access Level 2 A Two-Day Training Course

### Course Aims

This two-day intensive course is designed to give existing users an insight into some of the more advanced features in Access. This entirely 'hands on' course will give participants a further understanding of database design principles, advanced forms, reports and query design, including using calculations.

### Course Outline

#### Database Design

- Understanding the theory of Normal Forms; De-normalisation
- Naming Conventions
- Importing and Linking Data
- Import data from different sources
- Create a link to data stored in a spreadsheet
- Create a link to tables in another Access database

#### Access Performance Issues

- Indexes, Data Validation & Table Level Validation
- Relationships and Referential Integrity
- Field Types
- Referential Integrity Options; Join Types
- Using Lookups for Referential Integrity
- Multi-Table Datasheet View

#### Building and Modifying Forms

- Advanced Forms Features; The Form Worksurface
- Creating a Calculated Control
- Adding a Graphic to a Form
- Multi-Table Forms
- Using the Subform Control; Switchboard Forms

#### Advanced Queries

- Filtering Query Results
- Parameter Queries & Summary Queries
- Formatting Query Output
- Query Join Types; Self Joins and Aliases; Cross Joins

#### Action Queries

- Planning an Action Query
- Make Table, Append, Delete & Update Queries

#### Producing Reports

- Applying Sorting and Grouping to Reports
- Performing Calculations on Reports
- Adding a Graphic to a Report
- Using the Subreport Control

#### Producing Reports continued

- Modifying Section Properties
- Using the Chart Wizard

#### Relationships and Referential Integrity

- Many-to-Many Relationships
- Setting Cascade Update and Delete Options

#### Customising Menus and Toolbars

- Creating Custom Menus and Toolbars
- Customising Menus and Toolbars

#### Macros and Command Buttons

- Creating a Macro
- Macro Examples
- Designing Application Menus
- Creating a Menu Form
- Setting Startup Defaults

#### Hyperlinks and Internet Publishing

- Using Hyperlinks and Publishing on the Internet
- Using Hyperlinks in Tables and Forms
- Creating a Data Access Page
- Publishing Data on the Internet

#### Database Management Tools

- Database Management; Setting a Database Password
- Encrypting and Decrypting a Database
- Compacting a Database
- Repairing a Database
- Replicating a Database
- Using Add-ins
- Converting a Database to a Previous Version

#### Multi-User Databases

- Shared Databases
- Setting Default Locking Properties
- Creating Groups and Users
- Setting User Permissions
- Assigning Ownership

### Target Audience

This course will benefit existing users of Microsoft Access who want to customize databases using macros and gain knowledge of the more advanced tools.

### Assumed Knowledge

Participants must be able to create tables, queries, forms and reports in design view, establish table relationships and create calculated fields using expressions this would have been gained through use of the product or by attending an "Access 2003 Level 1" course.

### Training path

**Level 1** - New users with little or no experience, creating and modifying database.

**Level 2** - Providing existing users with an understanding of more advanced features.

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