

Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

Access 2003 – Beginners or equivalent experience

Overview: The ability to create a cohesive database system with regard to users requirements and needs.

Outline:

Principles of Table Relationships	Analysing Table Relationships Establishing Referential Integrity
Creating and Using Forms	Creating a Form with the Form Wizard Modifying the Form Design Using a Form to Locate and Organise Information
Creating and Using Reports	Creating a Report with the Report Wizard Creating a Report that Contains Totals
Further Table Design Properties	Validation Rules, Input Masks, Logical Fields
Parameter and Action Queries	Creating Parameter Queries Creating Action Queries
Query Joins	Joining tables and working with join properties
Using Advanced Form Techniques	Organising Field Placement Using a Form as the User Interface Creating Subforms
Creating Basic Macros to Automate Forms	Macro Basics Attaching a Macro to a Command Button Attaching a Macro to an Event in a Form
Using Advanced Report Techniques	Customising the Appearance and Functionality of a Report Mailing and Other Types of Labels

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