



MICROSOFT ACCESS – ADVANCED

Course Duration: 1 Day

1. Building a Relational Database

- Designing a Relational Database
- Normalisation of Data; De-Normalisation
- Primary and Secondary Keys
- Setting up Indexes; Creating an Index
- Multiple Field Indexes; Maintaining Data Integrity
- Setting Field Properties; Using Validation Rules
- Setting Table Relationships
- Creating Input Masks; Using Lookup Fields
- An Example Relational Model
- Types of Relationship Links; Primary and Foreign Keys
- Relationships and Referential Integrity

2. Calculating in Queries

- Summary Queries; Crosstab Queries

3. Advanced Forms Features

- Using Advanced Forms Features
- Multi-Table Forms; The Form Worksurface
- The Toolbox; Bound and Unbound Controls
- Creating a Calculated Control; The Expression Builder

4. Producing Reports

- Creating Reports
- Applying Sorting and Grouping to Reports
- Performing Calculations on Reports
- Creating Custom Report Pages
- Using the Chart Wizard; Using the Label Wizard

5. Importing, Exporting, and Attaching Data

6. Customising Menus and Toolbars

- Creating Custom Menus and Toolbars
- Customising Menus and Toolbars

7. Macros and Command Buttons

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

8. Hyperlinks and Internet Publishing

- Using Hyperlinks and Publishing on the Internet
- Using Hyperlinks in Tables and Forms
- Publishing Data on the Internet

9. Database Management Tools

- Database Management; Setting a Database Password
- Encrypting and Decrypting a Database
- Compacting a Database; Repairing a Database

10. Multi-User Databases

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