

Microsoft Access - Advanced

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

Database design

- Theory of normal forms
- De-normalisation
- Naming conventions

Access performance issues

- Indexes
- Data validation
- Table level validation
- Relationships and referential integrity
- Relationships
- Field types
- Referential integrity options
- Join types
- Using Lookups for referential integrity
- Multi-table datasheet view

Building and modifying forms

- Using 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
- Creating summary queries
- Formatting query output
- Query join types
- Self joins and aliases
- Cross joins

Access and the Internet

- Using hyperlinks
- Using hyperlinks in forms
- Exporting datasheet views to HTML
- Data access pages

Action queries

- What is an action query?
- Planning an action query
- Make table queries
- Append queries
- Delete queries
- Update queries

Producing reports

- Applying sorting and grouping to reports
- Performing calculations on reports
- Adding a graphic to a report
- Using the sub-report control
- Modifying section properties
- Using the Chart Wizard

Database Management Tools

- Setting a database password
- Sharing a database
- Start-up options
- Splitting a database

Access Macros

- What is a Macro?
- Creating a Macro
- Running a Macro
- Using Macros with events
- Macro examples