

Access Database

Microsoft Access Beginner

Basics

database terminology · relational databases · starting access · areas of the screen · opening an existing database file · creating a new database file · the database window.

Using Tables

the table window · adding a record · deleting a record · editing data in a field · copying information · searching for specific records · sorting records · resizing columns and rows · moving field columns · freezing and unfreezing columns · hiding and unhiding columns.

Creating A Database Table

creating a table · the Primary key · data types for fields in a table · field properties · input masks · data validation · adding a field to an existing table · saving your table design.

Setting Relationships Between Tables

types of relationships · creating the relationships · enforcing referential integrity.

Database Forms

creating a form with the wizard · entering and editing information · adding and removing controls · changing a controls appearance · editing the form layout · creating a combo box · saving a form.

Querying Information

creating a single table query · creating a multiple table query · adding criteria to select the records required.

Creating Reports

creating a Report with the wizard · previewing and printing a report · creating a grouped and totals report · changing the appearance of a report.

Microsoft Access Intermediate

Querying Information in A Database

creating a select query · specifying criteria · creating parameter queries · adding calculated fields · calculating totals in queries · creating crosstab queries · make table query · delete query · update query · append query

Creating Multiple Table Queries

creating relationships · outer & inner joins · query properties

Creating Grouped Reports

sorting and grouping data · creating a grouped report · modifying a grouped report · group headers and footers · range and interval grouping · printing properties · calculating totals

Working with Sub-Report

s combining two or more reports · linking a main and sub report

Form Design

editing controls · calculated controls · properties of controls · sizing and aligning controls · setting a forms properties

Customising Forms

adding combo and list boxes · options for displaying yes/no values · creating option groups · adding command buttons

Main and Sub-Forms

creating a menu & sub-form · linking the main and sub-form together

Creating Dialog Box Forms

creating a menu form · using a form as a dialog box · start up dialog box

General Topics

compact and repairing a database · creating an auto-lookup query

Microsoft Access Advanced

Macros

creating macros · the macro design window · saving and running a macro · creating a macro group · referring to control names · using conditions · debugging macros · autoexec and autokeys macros

Using Macros in Forms

form events · macros that respond to events · setting values · going to controls, pages, records · filtering records · finding a record · displaying messages · synchronising forms

Using Macros in Reports

report events · highlighting data and sections · totals in page headers and footers

Custom Toolbars and Menus

creating custom toolbars · the customise dialog box · changing a buttons appearance · showing and hiding toolbars · allowing use of built in toolbars · creating custom menus

Using SQL in Access

using SQL to populate controls · creating union queries · creating subqueries

Securing Your Database

securing an application · activating the logon password · creating a workgroup · adding users · creating and managing groups · assigning permissions · changing passwords · creating a shortcut to open a secured database