

Microsoft Access XP/2003

- Level 2 - Intermediate -

Course Description.



This course is designed to provide staff with **intermediate** skills in the use of **Microsoft Access**. You will be shown tools and techniques to plan, structure and create a relational database and a range of database objects. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section.

Objectives.

You will learn many aspects of databases, including:

- ✓ Understanding and designing a relational database.
- ✓ Understanding & designing relational databases
- ✓ Designing tables
- ✓ Purpose, tasks, subjects, characteristics
- ✓ Creating tables & enhancing table designs
 - *Primary keys, data types, fields, lookups & input masks*
- ✓ Creating, editing & deleting relationships
 - *Types of relationship, terms & referential integrity*
- ✓ Action queries (update, make-table, append, delete, total queries)
- ✓ Aggregate functions
- ✓ Totalling groups of records
- ✓ Using criteria and wildcards in queries
- ✓ Limiting the records, groups and results
- ✓ Crosstab queries
- ✓ Creating forms (using Wizard and design views)
- ✓ Formatting a form & property sheets
- ✓ Subforms (using Wizard or existing forms)
- ✓ Creating grouped reports (using wizard and manually)
- ✓ Adding calculated fields
- ✓ Report headers/footers

Pre-requisites.



Participants should already have a good understanding of the **basic** elements of Access as covered on the **level 1 (basic)** course (*i.e. creating tables, formatting data, queries, forms and reports etc*). This course will cover **intermediate** aspects of using Access. This course also covers the first half of the **ECDL Advanced** syllabus for the *Databases* qualification.