

Microsoft Access

Introduction – Theory and overview

- Database design – relationships between tables, forms, reports and queries
- Purpose of reports, tables, forms and queries
- MS Access database toolbar
- Importing data from different formats
- Views: Design / Datasheet
- Types and Formatting data
- Boiler plates / Input masks
- Primary keys
- Lookup tables and Printing Tables
- Filter by form and selection

Purpose of Relationships

- Joining types and Referential integrity

The purpose of reports

- Deciding on data and data criteria
- Summary reports – calculating figures and amounts
- Label, Auto, Group and Outline reports
- Report formatting and design from a table or a query
- Forms and Forms based on a table

Auto form

- Form wizard and Form Design
- Toolbox
- Selection and formatting of multiple objects
- Alignment of objects and grid settings
- Combo, List and Option boxes
- Labels and Radio buttons
- Text and Check boxes
- Embedded objects – images, frames
- Button panels
- Startup options and Global properties

Queries

- Parameter queries – specifying parameters for the data you want
- Extracting data
- Design, Crosstab and Duplicate queries
- “And” and “or” operators
- Expression builder

Certificates will only be issued on successful completion of Assessment