



Level 1 - Developing a Basic Database

Duration: 1 Day

Mandatory Prerequisites: Sound working knowledge of the Windows environment, including mouse skills and file structures.

Preferred Prerequisites: Experience in working with Excel lists and databases.

Databases - An Introduction (15 min)

- Datasheets vs. Forms
- Forms - Good vs. Bad
- Records and Fields

Basic Database Structure (25 min)

- Why multiple tables
- How tables link together
- The 5 essential steps in database design

Components of a Database (20 min)

- Tables
- Queries
- Forms
- Reports
- Data access pages
- Macros
- Modules
- Object naming convention

The Database Window (25 min)

- Starting access
- Creating a new database
- Components of the database window
- Design & results views of objects
- Closing the database

Basic Data Entry (30 min)

- Keyboard navigation
- Navigation buttons
- Record selector icons
- Starting a new record
- Entering data

Editing Data..... (30 min)

- Edit mode in a field
- Moving and copying data
- Copying whole records
- Undoing mistakes
- Deleting whole records

Searching for Data (20 min)

- Sorting data, Finding and Replacing data

Filtering for Data (15 min)

- Filter by selection
- Apply & remove filter
- Filter by form

Creating Tables (40 min)

- Datasheet view
- Table wizard
- Design view

Customising the Datasheet (25 min)

- Formatting the datasheet
- Sizing rows & columns
- Showing & hiding columns
- Freezing and Moving columns

Creating Basic Queries (75 min)

- The data source
- Adding & removing tables from the design view
- Adjusting the design view proportions
- The design grid (QBE)
- Adding fields
- Sort order
- The asterisk field
- Show & hide fields
- Criteria
- Criteria examples
- Saving the query

Creating Basic Forms (25 min)

- Form layouts
- Instant forms
- Form wizard
- AutoForms from the new form window

Creating Basic Reports (40 min)

- Report layouts
- Instant reports
- Report wizard
- AutoReports & Mailing labels
- Reports based on queries

Back-Up Principals (5 min)



Level 2 - Enhancing a Basic Database

Duration: 1 Day

Mandatory Prerequisites: Be familiar with creating basic tables and queries in Access.

Preferred Prerequisites: Familiarity with creating basic forms and reports.

Relationships (45 min)

- Benefits of the relational model
- Basic relationship types
- Relationships window
- Adding / removing tables
- Creating a relationship
- Referential integrity

Enhancing Tables (30 min)

- Sub datasheets
- Lookup wizard

Field Properties (75 min)

- Field size (for text)
- Field size (for numbers)
- Format
- Decimal places
- Default value
- Caption
- Indexed
- Required
- Allow zero length
- Input mask
- Validation rule & text

Enhancing Queries (75 min)

- Review of simple queries
- Queries from multiple tables
- Wildcard criteria
- Calculated fields
- Query field properties
- Concatenated fields

Enhancing Forms (45 min)

- Changing the size of the form
- Form sections
- The field list
- Selecting controls
- Moving controls
- Sizing controls
- Aligning controls
- Deleting controls
- Formatting forms
- Tab order

Basic Form Controls (45 min)

- Classes of controls
- The toolbox
- Adding controls

Enhancing Reports (45 min)

- Grouping report
- Report sections explained
- Page breaks
- Keep together for groups
- Calculations in reports



Level 3 - Developing a Database Application

Duration: 1 Day

Mandatory Prerequisites: Be fluent in developing tables and queries, be familiar with modifying the design of forms and reports, and have created relationships in the Relationships Window.

Preferred Prerequisites: A sound understanding of 1-to-Many relationships and referential integrity.

Expanding Relationships (45 min)

- Review of basic relationship types
- Many to many relationships
- Review of referential integrity
- Cascade update / cascade delete
- Managing the relationships window

Working with Table Data (45 min)

- Importing / exporting fundamentals
- Copy and paste
- Importing data
- Linking data
- Exporting using office links
- Exporting as other file types

User Interactive Queries (30 min)

- Parameter queries
- Showing all records

Advanced Query Wizards (60 min)

- Find unmatched query
- Find duplicates query
- Crosstab query
- Totals queries

Query Properties (30 min)

- Top values
- Unique values
- Unique records

Applied Form Design (60 min)

- Form properties
- Control properties
- Conditional formatting
- Controls for user input
- Changing control types

Managing Forms / Controls (45 min)

- Switchboard/menu forms
- Tab control
- Sub forms

Applied Report Design (45 min)

- Report properties
- Report section properties
- Report control properties
- Sorting & grouping
- Columns in reports

Setting Start Up Properties (15 min)

- Setting a start-up form
- Hiding the database window
- Restricting toolbars / menus

Charts (45 min)

- Charts in access vs. Charts in excel
- What data to chart
- The chart wizard
- Modifying a chart
- Embedding charts in other forms & reports



Level 4 - Enhancing a Database Application

Duration: 1 Day

Mandatory Prerequisites: Be fluent in developing tables and queries, be familiar with modifying the design of forms and reports. Have a sound understanding of relationships and referential integrity.

Preferred Prerequisites: Be familiar with sub-forms and sub-reports. Be familiar with creating combo boxes and command buttons.

Advanced Relationships (60 min)

- Review of relationship types
- Join types
- Cartesian product
- Time dependant data

Advanced Field Properties (60 min)

- Custom formatting
- Input mask
- Table properties

Action Queries (60 min)

- Make table queries
- Append queries
- Delete queries
- Update queries
- Running action queries
- Archiving data & Batching report data

Introduction to SQL (45 min)

- What is SQL?
- Where SQL resides in a query
- Uses for SQL statements
- SQL specific queries

Introduction to Macros (45 min)

- The macro design window
- Creating & Running a macro
- Editing a macro
- Auto exec macros

Advanced Form Design Techniques(90 min)

- Accelerator keys for controls
- Dialog boxes
- Default command buttons
- Advanced combo boxes
- Linking forms



Level 5 - Advanced DB Development

Duration: 1 Day

Mandatory Prerequisites: Have developed a DB Application with comprehensive use of tables, queries, forms and reports to deliver a user interface.

Preferred Prerequisites: The need to provide further usability to the DB Application.

Expression Builder (120 min)

Using expression builder
Applied functions

Query by Form (60 min)

Setting up query by form
Creating the criteria path
Requery macros

Advanced Macros (75 min)

Macro names
Auto keys
Conditional macros
Useful event properties
Understanding macro errors

Database Administration (30 min)

Compact & Repair
Name Auto Correct
System Documenter & Performance Analyser

Multi-user environment (75 min)

DB as Shared or exclusive
Default open mode
Record locking
Database splitter
Linked table manager