

COURSE CONTENT

- ❖ **Introduction**
 - What is a database
- ❖ **Starting Access**
- ❖ **The Database window**
 - The Folder bar
 - Title bar
 - Menu bar
 - Toolbars
- ❖ **Database Objects**
 - Tables
 - Queries
 - Forms
 - Reports
- ❖ **Getting help in Access**
- ❖ **Designing a Database**
- ❖ **Creating a new Database**
- ❖ **Creating a table using the Table Wizard**
- ❖ **Creating a table in the Design view**
 - Adding fields to a table
 - Data type fields
 - Description field
 - Setting field properties
 - The Format property
 - Input masks
 - Validation rules and text
 - The Primary key
- ❖ **Saving and opening tables**
 - Naming conventions
- ❖ **Adding and deleting records**
- ❖ **Navigating in a table**
- ❖ **Working with columns**
 - Moving columns
 - Resizing columns
 - Hiding and unhiding
 - Freezing and unfreezing
- ❖ **Formatting a Datasheet**
 - Changing font style, size and colour
 - Formatting only one column
 - Formatting a background
- ❖ **Spell check**
- ❖ **Finding and replacing data**
- ❖ **Printing a Datasheet**
 - Print options
- ❖ **Sorting a Datasheet**
 - Multiple field sorting

LEVELS 3 & 4

Unit Standards 116936 / 117927

Access is an electronic **relational database** management system, which enables you to store, organise and manipulate collections of information in an electronic format.

- ❖ **Filtering Records**
 - Filter by Selection
 - Filter by Form
 - Filter using Wildcards
 - Filter using "and" or "Or"
- ❖ **Creating list and combo boxes**
- ❖ **Normalization**
- ❖ **Data Relations**
 - One to Many
 - One to One
 - Many to Many
 - Viewing existing relationships
 - Creating relationships
 - Creating a link between tables
- ❖ **Referential Integrity**
- ❖ **Enforcing Referential Integrity**
 - Cascade Update
 - Cascade Delete

2 Day Course

The Microsoft Access Basic/ Intermediate course in either 2000 / 2003 or XP includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

- Financial Managers
- Financial Assistants
- Data Analysts
- Marketing Managers
- Personal Assistants

Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course. Knowledge of Excel advanced functions would be an advantage.

- ❖ **Sub Datasheets**
 - Expand or collapse a Sub datasheet
 - Remove a Sub datasheet
 - Nesting Sub datasheets
- ❖ **Importing and Linking Data**
- ❖ **Sub Datasheets**
 - Importing text or Excel files
 - Import error table messages
 - Linking data
- ❖ **Exporting**
 - Export data from Access to another database or file format
- ❖ **Queries**
 - Creating a simple select query with a Wizard
 - Creating queries in design view
 - Selecting fields
 - Using criteria to retrieve records
 - Criteria operators
 - Query results
 - Specifying a sort order
 - Saving and naming a query
 - Querying Null values
- ❖ **Action Queries**
 - Make Table query
 - Update query
 - Append query
 - Delete query
- ❖ **Grouping (*Group By clause*)**
 - Creating a query with totals
 - Summary calculation types
 - Using expressions
- ❖ **Creating a Select Query with totals**
- ❖ **Crosstab Query**
- ❖ **Join types and properties**
 - Specifying the join type
 - Changing join properties
- ❖ **Creating a query to find errors**
- ❖ **Forms**
 - Creating a form using the Form Wizard
 - Form Layouts
 - Form Styles
 - Adding records
- ❖ **Forms (*Continued*)**
 - Navigating through records in a Form
 - Editing data in a Form
 - Deleting records from a Form
 - Customising a Form
 - ◆ Form Design View
 - ◆ Page headers and footers
 - ◆ Form headers and footers
 - ◆ Inserting date and time
 - ◆ Using controls
 - ◆ Selecting controls
 - ◆ Moving controls and labels
 - ◆ The Toolbox
 - ◆ Formatting a Form
 - ◆ Control Properties
 - ◆ Growing or shrinking a text box
 - ◆ Adding a calculated control to a form
- ❖ **Reports**
 - Creating a Report using the Report Wizard
 - The Report Design
 - Grouping data
 - Sorting data
 - Summary information
 - Report layouts
 - Report styles
 - Control properties
 - Previewing a Report
 - Formatting a Report
 - Printing a Report
 - ◆ Printing records, groups or sections on separate pages
- ❖ **Adding an Unbound Picture**
 - Using the Image tool
 - Adjusting the size of a picture
- ❖ **Database Maintenance**
 - Compact and repair

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates.