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## Microsoft Access Introduction - 2 Days

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### Day 1

Create and name a database  
Naming Conventions  
Create a Database Table  
Set Field Names, Data Types and Properties  
Create Input Forms & Input Data  
Generate select queries to analyse data  
Create Reports using the Report Wizard and Formatting  
Export data to Excel & Word  
Use queries to generate a Word Mail Merge  
Generate labels

### Day 2

Data Type and Properties Review  
Further Table Design  
Create & Establish Table Relationships  
Create Concatenated Queries  
Generate Multi-Table Queries  
Change query join types  
Produce Calculated Queries  
Set up Parameter Queries  
Develop Report Skills

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## Microsoft Access Intermediate - 1 Day

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Structuring Data  
Identify relationship types  
Consider normalisation  
Create relational database understanding properties, data types and relationship settings  
Use an OLE data type  
Import data from MS Word and Excel  
Write Advanced Queries  
Review select queries  
Review parameter queries  
Generate calculated queries  
Create a total query  
Produce a crosstab query  
Create action queries to manipulate records  
Supply parameters to a query from a form  
Use the expression builder

Generate forms for input  
Generate forms for switchboard use  
Create command buttons  
Create static OLE objects on forms  
Insert OLE objects for each record  
Display a form at start up  
Use combo boxes on forms  
Create macros to automate forms  
Use Advanced Reporting  
Create a report  
Use grouping in a report  
Use summary options in reports  
Maintain an Access Database  
Compact and repair a database  
Protect a database with a password  
Back up a database

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## Microsoft Access Advanced - 1 Day

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Design a database  
Perform data normalisation  
Review table design and properties  
Create relationships and review  
Import data and use the table analyser  
Design an application  
Produce blank form and set form properties  
Create combo boxes on forms  
Create a list box on a form  
Use an option group on a form  
Generate a tabbed control on a form  
Use command buttons on forms

Make sub-forms from queries  
Advanced Reports and Action Queries  
Create a report to generate an invoice  
Use functions in a report  
Produce a macro to run a report based on form's current record  
Generate action queries  
Produce macros to automate queries  
Apply Access Security  
Set a database password  
Investigate the start-up options  
Use Jet User-Level Security mode