

## Microsoft Access: Creating Real Applications

### Intended Audience

This 2-day course has been designed for proficient users of Windows who wish to create powerful Access database applications for their own use or for use by others who may not be experienced with databases. The course provides a thorough introduction to Access, developing real applications. No prior experience of databases is assumed.

### Course Topics

- Relational Databases Explained
- Creating a New Database
- The Access Screen
- Creating Tables
- Data Types
- Defining the Primary Key
- Adding, Amending, Deleting Records
- Using Queries to Extract Data
- Types of Query
- Creating Select & Parameter Queries
- Presenting your data
- Designing & Using Forms
- Objects, Controls & Properties
- Validating Data
- Simplifying Data Entry
- Using Combo Boxes (Drop downs)
- Adding Command Buttons
- Searching for Records with a Combo Box
- Automating tasks by using Macros
- Relationships
- Linking Tables
- Designing More Complex Forms
- Using Sub forms
- Using Expressions in Queries & Forms
- Importing Data from other sources like Excel and other databases
- Creating Reports
- Using the Report Wizard

### Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.

## Microsoft Access User

### Intended Audience

This 1-day course has been designed for proficient users of Windows who wish to gain a basic understanding of Access to appreciate its capabilities, create their own simple databases and create queries and reports from within an existing Access database. No prior experience of databases is assumed.

### Course Topics

- Relational Databases Explained
- Creating a New Database
- The Access Screen
- Creating Tables
- Data Types
- Defining the Primary Key
- Adding, Amending, Deleting Records
- Using Queries to Extract Data
- Types of Query
- Creating Select & Parameter Queries
- Presenting your data
- Designing & Using Forms
- Objects, Controls & Properties
- Validating Data
- Simplifying Data Entry
- Creating Reports
- Using the Report Wizard

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