

Microsoft®

Access 2003

Course Outline

Basic Level

1 Day Course

WHO SHOULD ATTEND?

Those whose work requires them to deal with basic databases, and who wish to acquire the skills to prepare, manipulate, format and print simple databases and reports from them.

PREQUALIFICATIONS

This course does not teach basic computer use to participants, and it is expected that participants will be familiar with the basic operating system, and basic windows operations such as selecting a program, opening and closing files and saving files. If you are unsure, you can visit our website www.softawarelearning.com and take our free online skills test.

RESOURCES

As part of the course you will be provided with a usb containing electronic copies of the training manual, quick reference guides, basic tips guide and exercise files. You will also have a hardcopy of the training manual for use in the workshop.

OUTCOMES

On completion, participants will know their way around Access, be able to plan, create and format a database, enter data, design tables and simple forms, create relationships between different tables in the database, format columns, use the search, sort and filter functions of Access, and create basic reports.

OUTLINE INCLUDES

INTRODUCTION TO MICROSOFT ACCESS 2003

ACCESS 2003 INTERFACE

THE DATABASE TOOLBAR

- Using the toolbar

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THE TASK PANE

THE DATABASE WINDOW

- The database menu bar
- The window toolbar

TABLES

- Create a table
- Working with tables
- Establishing relationships
- Data types

QUERIES

- Create a query

FORMS

- Using & creating forms

REPORTS

- Creating & using reports
- Saving, maintaining & printing reports

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Course Outline

Intermediate Level

1 Day Course

WHO SHOULD ATTEND?

People whose work requires them to produce complex databases, which require a variety of interrogations to source information and produce complex and advanced reports.

PREQUALIFICATIONS

Participants should be familiar with access and in particular with the topics dealt with in the “introductory” course. If you are unsure, you can visit our website www.softawarelearning.com and take our free online skills test.

RESOURCES

As part of the course you will be provided with a usb containing electronic copies of the training manual, quick reference guides, basic tips guide and exercise files. You will also have a hardcopy of the training manual for use in the workshop.

OUTCOMES

On completion, participants will be able to move information between Word Excel and Access, prepare, create, format, and alter advanced forms, perform advanced calculations in forms, interrogate the database in a number of different ways, and prepare advanced reports.

OUTLINE INCLUDES

DESIGNING TABLES IN ACCESS 03

- Normalising Data
- Working with Indexes

DESIGNING QUERIES IN ACCESS 03

- Creating action queries
- Creating parameter queries
- Creating calculated queries
- Joining tables

DESIGNING FORMS IN ACCESS 03

- Edit a switchboard item
- Creating data entry forms
- Working with sub forms
- Creating pop up forms
- Displaying & linking images
- Working with Switchboards

DESIGNING REPORTS IN ACCESS 03

- Working with standard reports
- Working with pop-up reports
- Working with subreports
- Working with report snapshots
- Developing data access pages

WORKING WITH PIVOT TABLES & CHARTS

- Creating pivot tables & pivot charts
- Crating pivot table forms
- Creating pivot chart forms

IMPORTING & EXPORTING

- Linking to external data sources
- Importing data into Access
- Exporting data from Access

BUILDING EXPRESSIONS

- Using the Expression Builder
- Using common built-in functions

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Access 2003

Course Outline

Advanced Level

1 Day Course

WHO SHOULD ATTEND?

Advanced data analysts using complex data in the range of complex functionality provided by Access.

PREQUALIFICATIONS

Candidates for the advanced access course should have completed the intermediate course or be familiar with the topics dealt with in the "intermediate" course. If you are unsure, you can visit our website www.softawarelearning.com and take our free online skills test.

RESOURCES

As part of the course you will be provided with a usb containing electronic copies of the training manual, quick reference guides, basic tips guide and exercise files. You will also have a hardcopy of the training manual for use in the workshop.

OUTCOMES

Participants on this course will, on completion be able to manipulate data in advanced and complex ways using all of the features of Access.

OUTLINE INCLUDES

INTRODUCING SQL

- Writing SQL commands
- Writing SQL queries
- Writing SQL subqueries
- Writing SQL joins
- Inserting data
- Updating data
- Deleting data

WORKING WITH MACROS

- Automating Tasks
- Introducing Macro design toolbar
- Creating Macros
- Testing & debugging Macros
- Modifying Macros

PROGRAMMING ACCESS USING VISUAL B BASIC

- Using macros versus VB
- Understanding VB basic concepts
- Using the VB basic editor window
- Getting help with VB

USING DATA ACCESS PAGES

- Creating data access pages
- Modifying data access pages
- Sorting data in data access pages
- Summarising data in data access pages
- Editing data in data access pages
- Protecting data in data access pages

CONVERTING ACCESS DATABASES

- Converting databases to Access 2003
- Converting from Access 2003 to Access 97
- Converting from Access 2003 to Access 2000

CUSTOMISING ACCESS 2003

- Configuring databases with table analyser
- Optimising databases with performance analyser
- Documenting databases with document analyser
- Avoiding errors with the object dependencies task pane