

Course overview:

Access 2002 Intermediate

(C823eng)



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Overview and objectives

This intensive course will help students to build on their basic understanding of Access 2002, in order to produce more comprehensive and robust database applications. Students will get experience in the theory and application of creating a database; creating more complex queries; and enhancing data entry and reporting with forms and reports.

Who should attend?

Existing users of Access 2002 who want to get grips with some of the more advanced features of this package as quickly as possible.

Course prerequisites

Students should have some experience with creating a basic database in Access (including table design and specifying field data types and properties); of adding and editing data; and using wizards to create queries, forms and reports.

Relational Database Management Systems

- Design and plan a database • Determine appropriate data inputs and outputs • Describe basic principles of relational database management systems • Split a database into relational tables using primary keys

Table relationships

- Create and edit table relationships • Enforce referential integrity • Specify join properties for relationships • Use the Lookup Wizard • Display related records in a subdatasheet

Modifying a table

- Set table field properties • Use the Input Mask Wizard • Modify a table in design view • Import data to a new table • Use the Office Clipboard to copy and paste data

Customizing queries

- Create and modify a multi-table select query • Add calculated fields to the query output • Use the Expression Builder to create expressions • Apply query properties

Customizing forms

- Use form sections (header, footer and detail) • Use the Toolbox to add controls • Move and resize controls • Modify format properties of controls • Add a calculated control to a form

Customising reports

- Use report sections (header, footer and detail) • Use the Toolbox to add controls • Move and resize controls • Modify format properties of controls • Add a calculated control to a report • Save a table, query or form as a web page • Add hyperlinks

Database tools

- Create a backup copy of a database • Use Microsoft Backup to create a backup set • Restore a database • Compact and repair a database

Glossary

Index