

Course overview:

Access 2002 Advanced

(C824eng)



**the courseware
company**

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Overview and objectives

This course will help students to develop a relational database using Microsoft Access. Students will learn to design databases incorporating different types of table relationships, use data validation and referential integrity, create queries to update and summarize data, build custom forms and reports for multiple data sources and create output for the internet.

Who should attend?

This course will benefit existing users of Microsoft Access.

Course prerequisites

Previous experience with Access is required. Students must be able to create tables and queries in design view, use wizards to create forms and reports and make basic modifications in design view.

Database Design

- Understand the theory of normal forms • Understand de-normalisation • Use the Table Analyzer • Use database naming conventions • Use the Documenter

Importing and Linking Data

- Import data from different sources • Create a link to data stored in a spreadsheet • Create a link to tables in another Access database

Referential Integrity

- Establish relationships and enforce referential integrity • Use the Find Unmatched and Find Duplicates Query Wizards • Establish one-to-one relationships • Establish many-to-many relationships • Set Cascade Update and Cascade Delete options • Specify join properties for relationships • Create and modify a lookup field

Business Rules

- Set field properties (Default Value, Required, Allow Zero Length) • Apply a field format or an input mask • Set field and table level validation • Optimise data type usage

Advanced Query Design

- Apply Filter By Form and Filter By Selection in query results • Specify criteria in multiple fields • Optimise queries using indexes • Use the Performance Analyzer • Create a parameter query • Create a summary query • Modify query properties (formats, caption, input mask) • Create a crosstab query • Understand the effect of join types in a query

Advanced Form Design

- Create a form in design view • Modify form properties • Customise form sections (header, footer and detail) • Modify control properties • Insert a graphic on a form • Use the Subform control and synchronise forms • Set form control defaults • Create a form template

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Advanced Report Design

- Create and modify a report in design view • Modify report properties • Set section properties • Modify control properties • Insert a graphic on a report • Use sorting, grouping and summary functions in a report • Use the Subreport control and synchronise reports • Set report control defaults • Create a report template

Data Access Pages

- Create a Data Access Page • Modify the connection properties of a data access page • Use the grouping and sorting features of a data access page • Modify the design of a data access page • Add and modify fields and controls

Glossary

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