

Who is this for?

You'll probably be using Access regularly and can happily create a table and enter data, create a query to select data, and create a form or report with the Wizard to input or print out data.

What does it cover?

Building on the Access Essentials, this course nudges the user to creating more complex databases that can be used by others and operated in a shared environment. The course considers performance issues such as indexing tables for fast querying and reporting, controlling data entry with more advanced validation, securing and ensuring data integrity with relationships and database management such as backing up and password protecting. Querying is revisited with emphasis on summarising data, using crosstabs for analysis, and calculated fields to create new data. More advanced form and reporting techniques are considered to make the database look and behave in a professional manner.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Access Review

*Databases & access terminology reviewed
Access Objects: Tables, Queries, Forms,
Reports
The Navigation pane & Access views*

Creating Tables

*Revision of fieldnames, data types & notes
Revision of validation checks*

- ♦ *Upper/lower limit checks*
- ♦ *Using dates in validation*
- ♦ *Lookup revision*

Input masks

- ♦ *Purpose & limitations*
- ♦ *The characters used*
- ♦ *Testing the input mask*

Record level validation

- ♦ *Comparing fields together*

Creating calculated fields

Understanding Primary keys & Relationships

*Single primary keys
Composite primary keys
Relating records using foreign keys
Creating relationships between tables*

- ♦ *Enforcing Referential Integrity & why*
- ♦ *Cascading deletes & updates*
- ♦ *Printing relationships*

Indexing

*Why bother to index a table
Deciding which fields to index
Creating a single field index
Creating a multiple field index*

Summarising data with queries

Queries review

- ♦ *The 3 stages of creating a query*
- ♦ *Multi table queries*
- ♦ *Using IIF() in a query*

Creating calculated fields

Reusing queries – adding Parameters & datatypes

Creating a crosstab query

The 3 types of query joins & when to use them

Creating summary queries

- ♦ *Summing & counting data*
- ♦ *Using a query as input to a summary query*

Action Queries

*The pros & cons & uses
Updating & deleting data
Creating new tables and appending data
Using action queries for archiving*

More overleaf...

More Form techniques

Creating forms reviewed

Understanding Sub forms

- ♦ *Creating/modifying a sub form*
- ♦ *Adding a sub form to a main form*
- ♦ *Link the sub form to the main form*
- ♦ *Linking forms to queries*
- ♦ *Using the tab control / sub forms on a tab control*

Setting the tab order

Adding tooltips

More Reporting techniques

Adding calculations

Adding data summaries & totals

Showing totals only

Creating mailing labels

Linking a report to a parameter query

Linking a report to a form

Adding page breaks

Review of grouping data

- ♦ *Breaking groups onto new pages*
- ♦ *Formatting groups*

Database management & options

Backing up a database

Compact & repair

Password protection

Hiding the navigation pane

Creating object groups

The database documenter

Splitting a database

- ♦ *Why do this?*
- ♦ *Creating the backend*
- ♦ *Creating the front end*
- ♦ *Making the link*