

Microsoft Access Intermediate Level Training

Aims of the Intermediate session

The aim of this session will be to enable learners to create Access databases using sound database design, and to create forms and reports.

This session will suit learners who can operate Access databases competently and need to learn to develop databases and create forms.

On completion of this module you should be able to

Use Access to create relational database tables
Create forms for display and entry of data
Create reports to analyse the data

1 Database Design

Aims

In this session you will learn how to design a simple database using basic relational database design principles, create the tables in Access and form relationships between them.

On completion of this session you will be able to

- Design a simple database using relational database principles
- Define the data entities required in your database
- Define the relationships between the entities identified

2 Creating Tables

Aims

The aim of this session is to enable you to implement your database design in Access by creating tables, identifying primary keys and selecting appropriate field types.

On completion of this session you will be able to

- Use the Access tools for creating tables
- Use field types and properties
- Create indexes and primary keys

3 Creating database relationships

Aims

The aim of this session is to enable you to implement the relationships in your database design, to create the rules which will ensure data integrity in your database. On completion of this session you will be able to

- Learn to use the relationships window in Access
- Create relationships between tables
- Enforce referential integrity.

4 Creating forms

Aims

The aim of this session is to develop your skills in creating forms, and learn how to use forms to display data according to the relationships you have created. On completion of this session you will be able to

- Use Autoformat
- Create basic forms using the form wizard
- Create forms in design view
- Use main form / sub form pair to edit relational tables
- Use relational tables to provide selection lists
- Save a form template

5 Advanced Queries

Aims

The aim of this session is to enhance your skills in querying the database, and enable you to use grouping, totals and update queries.

On completion of this session you will be able to

- Create select queries on multiple related tables and apply criteria
- Format the query results
- Use grouping functions and formulae
- Use update, append and make-table queries

6 Reports

Aims

The aim of this session is to enable you to control the content and layout of your reports

On completion of this session you will be able to

- Construct reports in design view
- Save your report format
- Group data in a report and apply totalling and other summary functions