

# Grapevine Computing

## Introduction to Access

**Duration:** One day

### Overview

This tutor led course will take the user through the entire process of designing and building a basic database. During the course of the day, the user will design and build a basic database complete with queries to search for information within the database, forms to input data and reports to print off the results. In short, this course covers the basic concepts needed for the creation or modification of any Access database.

### Who Should Attend?

This course is aimed at existing users of Access who primarily use the system for data input but who wish to understand how their system was created or for users who are going to need to start amending or adapting an existing database or for new users who wish to understand how to design, build and start using a database.

### Content

#### Designing a Database

- ★ Understand the design process
- ★ Good planning
- ★ Getting help

#### Building Tables

- ★ Creating a database shell
- ★ Understanding the database window
- ★ What are objects?
- ★ Creating tables
- ★ Setting field properties
- ★ Creating input masks
- ★ Using defaults values
- ★ Using validation fields
- ★ Creating a primary key

#### Working with Tables

- ★ Opening an existing database
- ★ Opening an existing table
- ★ Adding and deleting records
- ★ Moving around tables
- ★ Resizing columns and moving field columns
- ★ Freezing and unfreezing columns
- ★ Hiding and unhiding columns
- ★ Searching for records
- ★ Using find and replace

#### Table Relationships

- ★ Creating Table Relationships
- ★ Enforcing Referential Integrity
- ★ Cascade Delete and Cascade Update
- ★ Join Types
- ★ Deleting Relationships
- ★ Editing Relationships

#### Working with Forms

- ★ Using the Form Wizard
- ★ Different Form Types
- ★ Using a Form to enter Data
- ★ Modifying the layout of a Form
- ★ Adding Combo boxes
- ★ Changing the Tab order

#### Creating Queries

- ★ Using the Query Wizard
- ★ Using Select Query
- ★ Criteria examples
- ★ Sorting Data

#### Creating Reports

- ★ Using the Report Wizard
- ★ Modifying a Report
- ★ Grouping and Sorting Data
- ★ Printing Reports

**Training available in Microsoft 2000, 2003 or 2007**

**Recommended follow-on courses:** Intermediate Microsoft Access

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## Intermediate Microsoft Access

**Duration:** One day

**Overview** - This course takes query design further than that covered in the Introduction course and looks at more complex queries, forms and reports to add further functionality to your database. The emphasis on this course is on queries and how you can effectively extract data from your database. Users are also taught how to create a simple menu driven navigation system.

**Who Should Attend** - Users should be familiar with the content of the Introductory course or comfortable creating a basic database and simple queries. The prime aim of this course is to introduce users to more complex queries to better extract data from the database.

### Content

#### Improving Table Design

- ★ Using Input Masks
- ★ Specifying that the current date and/or time is added automatically when new records are entered into the database

#### Querying Information in a Database

- ★ Creating select queries
- ★ Specifying criteria
- ★ Creating parameter queries
- ★ Adding calculated fields
- ★ Calculating totals in queries
- ★ Creating crosstab queries
- ★ Using dates in queries
- ★ Joining fields

#### Action Queries

- ★ Make table queries
- ★ Delete queries
- ★ Update queries
- ★ Append queries

#### Creating Multiple Table Queries

- ★ Creating relationships
- ★ Outer & inner joins
- ★ Query properties

#### Creating and Customising Reports

- ★ Sorting and grouping data
- ★ Creating a grouped report
- ★ Modifying a grouped report
- ★ Group headers & footers
- ★ Range and interval grouping
- ★ Printing properties
- ★ Calculating totals

#### Creating and Customising Forms

- ★ Editing controls
- ★ Calculated controls
- ★ Properties of controls
- ★ Sizing and aligning controls
- ★ Setting a forms properties
- ★ Using forms and sub forms
- ★ Adding combo and list boxes
- ★ Adding command buttons
- ★ Creating a navigation system

#### General Topics

- ★ Compacting & repairing a database

**Training available in Microsoft 2000, 2003 or 2007**

**Recommended follow-on courses:** Advanced Microsoft Access

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## Advanced Microsoft Access

**Duration:** One day

**Overview** – The emphasis on this course is to introduce the user to more complex areas of Access. Some more queries will be covered in addition to the use of forms and macros. The key aspect of this course is to introduce more complex form design and to aid the user in accessing, inputting and retrieving the correct information and to utilize the powerful macro facility within the database

**Who Should Attend** - Users should be familiar with the content of the Intermediate course and be comfortable creating a basic queries, forms and reports. The prime aim of this course is to introduce users to more complex forms to better extract data from the database and to use macros effectively.

### Content

#### Table Design

- ★ Setting default dates
- ★ Setting default times
- ★ Using Input masks

#### Query Design

- ★ Union queries
- ★ Using SQL

#### Form Design

- ★ Calculating Totals in forms
- ★ Using check boxes
- ★ Using options groups
- ★ Form controls
- ★ Form events
- ★ Creating Unbound Forms to use in parameter queries
- ★ Creating dialog boxes
- ★ Creating pop up boxes
- ★ Adding Tab controls to forms

#### Macros

- ★ Where to use a macro
- ★ Where to use visual basic
- ★ Creating basic macros
- ★ Import Export macros
- ★ Conditional macros
- ★ Autokeys macros
- ★ Autoexec macros
- ★ Macros requiring user intervention

**Training available in Microsoft 2000, 2003 or 2007**