



SELECT TRAINING AND RECRUITMENT LTD

Microsoft Access 2007 - Level 2

INTRODUCTION:

The Microsoft Access - Level 2 course is designed to show you how to use some of Microsoft Access's advanced features. The skills learned in this course will help you to create more professional-looking documents, to organise and work with documents more efficiently.

In the Microsoft Access - Level 2 course, you will learn how to navigate around access, create a database files from scratch, work with tables, run queries, design forms and produce reports and automating Access via the switch board manager.

Skill exercises which aim to consolidate learning by applying the new skills to practical application are provided at the end of each section.

PREREQUISITES:

Students wishing to undertake this course should have a basic understanding of the windows environment and have completed Microsoft Access – Level 1.

COURSE AIMS:

To provide an overview, beyond an introductory level to the Microsoft Access software programme, and its application, within the Windows environment.

COURSE CONTENT:

Navigating around Microsoft Access

The navigation pane, tables, queries, forms and reports, viewing options

Creating a Database File

Creating a new database file, adding tables, fields, columns, viewing options, simple forms, simple reports, auto format

Working with Tables

Editing existing table design, working in design view, changing field properties, data types, descriptions, input masks, captions, indexing, replacing data, entering tables from scratch, entering field descriptions, adjusting column widths, property values, validation rules, validation text, look up, primary key, adding and deleting records, printing, sorting, searching and filtering, wildcards

Relating Tables

The relational model approach, relationship types, adding relationships, edit relationships, referential integrity, relating tables

Queries

Select queries, by design, running a query, sorting data using queries, displaying queries, setting criteria, multiple criteria, queries using more than one table, calculated queries, parameter queries, totalling queries

Forms

Building a form from scratch, form header, detail, form footer, colours, special effects, the property sheet pane, adding fields, the controls gallery, combo boxes, multiple editing, sub forms, query based forms

Reports

Group reports, designing reports, mailing label report, query based reports

Automation

Switch board manager, command buttons