

Microsoft Access 97

Course Level	:	Intermediate
Course Duration	:	2 Days
Prerequisites	:	Attendance on Introduction Course or equivalent experience



▼ Course Content

○ Course Objectives

○ Relational databases

- What is a Relational database?
- Creating a Relational Model
- Discussing Links
- Setting Indexes
- Primary Keys
- Foreign Keys
- Referential Integrity

○ Using forms

- Creating a Linked Form
- Calculated Fields
- The Expression Builder
- Field Display Types
- List Boxes
- Combo Boxes
- Option Groups & Fields
- Buttons
- Check Boxes

○ Querying The Database

- Joining Tables with Query
- Parameter Queries
- Crosstab Queries
- Find Duplicate
- Find Unmatched

○ Publishing

- Reports with Multiple Tables
- Creating a Report based on a Query
- Using the Detailed Region
- Calculated Fields
- Summary Fields

○ Database Design & Performance

- Design Objectives
- Indexes and Keys
- Which fields should be indexed?
- Multiple Field Indexes

○ Macros

- What is a Macro?
- The Command Button Wizard
- Opening Forms
- The Macro Window
- Selecting an Action
- Action Arguments
- Attaching macros to push-buttons
- Passing Value between Forms
- Using Conditions in Macros
- Using Message Box

- Actions in conditions
- Stopping a macro
- Explanation of conditions in Macros
- Grouping Macros
- Query & Report Macros
- Customised Menus

○ Workshop