

MS Access 2000 Advanced

A One-Day Training Course

Course Aims

This one-day intensive course is designed to give existing users an insight into some of the more advanced features in Access. This entirely 'hands on' course will give participants a further understanding of database design principles, advanced forms, reports and query design, including using calculations.

Course Outline

MS Access 2000 Advanced

- Year 2000 Best Practice

Database Design

- Theory of Normal Forms
- De-normalisation
- Naming Conventions

Access 2000 Performance Issues

- Indexes
- Data Validation
- Table Level Validation
- Relationships and Referential Integrity
- Relationships
- Field Types
- Referential Integrity Options
- Join Types
- Using Lookups for Referential Integrity
- Multi-Table Datasheet View

Building and Modifying Forms

- Using Advanced Forms Features
- The Form Worksurface
- Creating a Calculated Control
- Adding a Graphic to a Form
- Multi-Table Forms
- Using the Subform Control
- Switchboard Forms

Access and the Internet

- Using Hyperlinks
- Using Hyperlinks in Forms
- Exporting Datasheet Views to HTML
- Data Access Pages

Advanced Queries

- Filtering Query Results
- Parameter Queries
- Creating Summary Queries
- Formatting Query Output
- Query Join Types
- Self Joins and Aliases
- Cross Joins

Action Queries

- What is an Action Query?
- Planning an Action Query
- Make Table Queries
- Append Queries
- Delete Queries
- Update Queries

Producing Reports

- Applying Sorting and Grouping to Reports
- Performing Calculations on Reports
- Adding a Graphic to a Report
- Using the Subreport Control
- Modifying Section Properties
- Using the Chart Wizard

Target Audience

Existing users of Microsoft Access for windows who want to customise forms, queries and reports.

Assumed Knowledge

A basic knowledge of Microsoft Access gained through use of the product or by attending an "MS Access 2000 Intermediate" course.