

Microsoft Access Introduction

One Day

A hands-on instructor-led Microsoft Access training course helping people who need to learn the basic skills to begin creating and working with databases effectively. This is achieved by learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

Course Aims

This first level Access training course aims to allow attendees following training to create a straightforward database and manage data more effectively using tables, queries, forms and reports. Training therefore covers:

- Understanding basic database concepts to build on along with types of relationships
- What factors and abilities are usually involved when working with an existing database
- Using good procedures with tables forms to store and input data effectively
- Understanding how to use queries and reports for discovering information

Course Content

Getting Started

- Database Concepts
- Screen Layout

Working with an Existing Database

- Adding New Records
- Finding Records
- Sorting and Filtering
- Datasheet View
- Changing the Format
- Row Height
- Column Width
- Hiding / Unhiding Columns
- Freezing Columns

Tables

- Designing a New Table
- Field Names
- Data Types
- Naming Conventions
- Primary Key

Reports

- Report Wizard
- Formatting reports

Forms

- Creating New Forms
- Using the Wizard
- Designing a New Form
- Selecting Fields
- Aligning and Spacing out Fields
- Formatting Fields

Queries

- Working in Design View
- Using Criteria
- Wildcards
- Comparison Operators
- Sorting
- Adding tables

Relationships

- Relationship Window
- Types of relationships
- Linking Tables

Microsoft Access Intermediate

One Day

A hands-on instructor-led Microsoft Access training course helping people wanting to improve existing Access skills to enhance a database by creating more advanced queries, forms and reports. This capability is achieved by learning, discussion and practice with an expert trainer in a professional classroom environment.

Course Aims

This second level Access training course aims to allow attendees following training to create more complex queries, improve the user interface for data entry, and create more advanced reports. Training therefore covers:

- Further working with tables for good working practices
- Sharing data in and out of Access to allow better workplace communications
- Features of forms for data consistency and control
- Further comprehension of Relationships, Queries and Reports for professional use

Course Content

Tables

- Revision - Creating a Table
- Table Properties
- Copying and pasting a table

Sharing Data with other Applications

- Import
- Export
- Link data to and from other applications

Forms

- Subforms
- Combo Boxes
- Command Buttons
- Headers and Footers
- Tab Order
- Images
- Properties

Queries

- Parameter Queries
- Calculated Fields
- Joins
- Totals queries
- Query properties

Action Queries Relationships

- Relationship Window
- Understanding the different types
- Linking Tables
- Joins

Reports

- Designing
- Formatting
- Group and Sorting
- Adding Controls
- Columns
- Page Setup

Microsoft Access Advanced

One Day

A hands-on instructor-led Microsoft Access training course helping people to improve their existing Access skills to automate and manage a database more effectively. This upskilling is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

This third level Access training course aims to allow attendees, following training, to manage complex queries, and achieve a better understanding of database structures. Training therefore covers:

- Creating advanced queries for good data management
- Improving experiences with the user interface using forms
- Automating the database using macros for ease and control
- Managing the security, performance and structure of the database

Course Content

Database Structure

- Table and Database structure
- Junction tables
- Revision of Relationships
- Relationship types and options

Advanced Queries

- Find unmatched Query
- Find duplicates Query
- Crosstab
- Sub Queries
- Union Queries

Advanced Forms

- Navigation Forms/Switchboards
- Form Properties
- Show form at Startup

Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro
- Macro Groups

Database Utilities

- Determining Object Dependency
- Documenting a Database
- Analysing the Performance of a Database
- Compact and Repair Database
- Splitting a Database
- Linked Table Manager

Database Security

- Setting a Database password
- Securing a database

Microsoft Access – Querying Existing Databases

One Day

A hands-on instructor-led Microsoft Access training course that will be particularly useful for people who don't actually need to create or build a database, but who do need to understand good practice to productively get relevant information out of an existing database. The course is designed for delegates who have experience in the use of Access and provides them with a solid foundation in the basic and intermediate skills for working in Access. It is intended for delegates who have already worked to an extent with the various Access objects. A sharp increase in skills should be expected through learning, discussion and practice with an expert trainer within a professional classroom environment.

Course Aims

If a delegate has yet to understand the basic concept of a relational database, or appreciate Access tables and table relationships, or needs to learn to create and run basic queries – then a different Access course would be better attended. In this course attendees look at table design and structure with emphasis on the Field Types and Table Relationships along with Join Types and their effect on the data. Trainees will also create and run a number of queries to effectively extract data from the database. Training therefore covers:

- Restructuring data into appropriate tables to ensure data dependency and minimise redundancy
- Writing advanced queries to analyse and summarise data
- Create automatic Reports and Forms from Queries

Course Content

Overview of Tables in Access

- Overview of Table structure and Field Data Types
- Requirement for a Primary Key
- Relating Tables and Enforcing Referential Integrity
- Overview of Table Joins
- Create a Junction Table

Writing Queries

- Create a Select Query using the Query Wizard
- Create a Select Query using Query Design
- Create a Calculated Query
- Create a Totals Query
- Create a Parameter Query
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query

Writing Advanced Queries

- Create a Union Query
- Create Delete Query
- Create an Update Query
- Create an Append Query
- Create a Make Table Query
- Creating a Sub Query

Creating Reports and Forms

- Creating an Auto Report and an Auto Form
- Designing a Form and Report

Microsoft Access VBA

Two Day Course

A hands-on instructor-led Microsoft Access VBA training course helping people wanting to improve existing Access skills to be then able to program Access through VBA to achieve what they need. Capabilities with Access VBA (ability to create Sub and Function procedures, work with objects, properties and methods, use variables, get user input, use decision and loop structures, use Recordsets, plus manage errors) – are achieved by learning, discussion and practice, while working together with a master-class level trainer in a professional classroom environment.

Course Aims

Gain a thorough understanding of programming within the Access environment, enabling delegates to improve the functionality of their Access databases through guided use of VBA.

Course Content

Introduction to Access VBA

- Reasons for using VBA rather than Macros
- Understanding the Development Environment
- The Visual Basic Editor
- Parts of the Screen
- Code colours
- Using Visual Basic Help

Procedures and Functions

- Modules, Procedures
- Creating a Sub Procedure
- Call Sub Procedures
- Creating a Function Procedures
- Using a Function Procedure

Variables and Built-in Functions

- Declaring Variables
- Understanding Data Types
- Working with Variable Scope
- Using Intrinsic Functions
- Understanding Constants
- Using Message Boxes, Using Input Boxes

Objects, Properties and Methods

- Understanding Classes and Objects
- Navigating the Access Object Hierarchy
- Understanding Collections
- Using the Object Browser
- Working with the Application Object
- Using Properties, Using Methods
- Using the With Statement
- Working with Events
- Order of Events

Controlling Program Execution

- Understanding Control-of-Flow Structures
- Working with Boolean Expressions
- Using the If...End If Decision Structures
- Using the Select Case...End Select Structure
- Using the For...To Next Structure
- Using the For Each Next Structure
- Using the Do...Loop Structure

Working with Recordsets

- Declaring and Creating Object Variables
- Working with the Recordset Object

Debugging Code

- Error Types, Minimising Errors
- Setting Breakpoints
- Stepping through Code

Handling Errors

- Understanding Error Handling
- On Error Statement
- Understanding the Err Object
- Writing an Error-Handling Routine
- Working with Inline Error Handling