



ADVANCED MS Access

Course Introduction:

This advanced Microsoft Access training course will build on your existing skills to teach you advanced techniques for making the most of Access's functionality.

Microsoft Access is a very popular and widely used database program enabling the user to manipulate data in a wide variety of ways. Data can be analyzed and sorted, specific information can be searched for, and the results can be used to produce reports, lists and more. Access is part of the Microsoft Office suite.

Course Objectives:

By the end of this course participants should be able to:

- Design & Create a Relational Database
- Set Table Relationships
- Import and Export Records
- Create Multi-Table, Parameter & Calculation Queries
- Create Aggregate & Action Queries
- Modify Forms
- Create & Use Macros
- Create simple VBA procedures

Who Should Attend?

Access Advanced is for skilled developers who wish to add high-end sophistication, automation and security.

المركز العالمي للتدريب والتطوير
International Centre For Training & Development

Course Outline:

Relational Database Design

Designing a Relational Database, Scoping the System, Determining the Inputs, Normalizing a Database, First Normal Form, Second Normal Form, Third Normal Form, Database Indexing

Creating a Relational Database

Creating a new Relational Database File, Creating Lookup Tables, Defining a Primary Key, Saving and Closing a Table, Creating the Expense Type Table, Creating the Transactions Table, Creating the Details Table

Setting Table Relationships

Understanding Table Relationships, Understanding Lookup Relationships, Looking Up the Employees Table, Looking Up the Expense Types Table, Viewing Table Relationships,

Understanding Table Joins, Editing the Employees Table Join, Editing the Expense Type Table Join, Creating a New Join, Creating a Relationships Report
Importing and Exporting Records
Exporting Records to Microsoft Excel, Exporting Records to dBase, Exporting Records to Paradox, Exporting Records to a Text File, Importing from Microsoft Excel, Importing from a Text File, Linking to an External Source

Multi-Table Queries

Understanding Relational Queries, Creating a Relational Query Design, Filtering a Relational Query, Filtering Related Fields, Adding More Tables and Fields, Utilizing Hidden Fields

Parameter Queries

Creating a Parameter Query, Displaying all Records, Using Parameters to Display a Range, Using Parameters in Expressions

Calculations in Queries

Creating a Calculated Query, Formatting Calculated Fields, Summarizing Data Using A Query, Changing the Grouping, Calculating with Dates, Using Criteria in Calculations, Concatenating String Fields

Aggregation Queries

Creating an Aggregation Query, Working with Aggregation Queries, Multiple Aggregations, Modifying Aggregation Headings, Aggregating Calculated Fields, Applying Criteria to Aggregations, Understanding Nested Queries, Creating an Assembly Query, Creating the Nesting Query

Action Queries

Creating a Make Table Query, Using a Make Table Query, Expressions and Update Queries, Preparing an Update Query, Running an Update Query, Updating Using Expressions, Running an Expression Based Update, Creating a Delete Query, Running a Delete Query, Creating an Append Query, Running an Append Query, Turning Action Messages Off

Modifying Forms

Understanding Form Design and Layout, Switching between Form Views, Selecting Form Objects, Working with a Control Stack, Changing Control Widths, Moving Controls on a form, Aligning Controls, Understanding Properties, Changing Label Captions, Adding an Unbound Control, Adding a Control Source, Formatting a Control, Checking the Current Tab Order, Changing the Tab Order, Inserting the Date into the Form Header

Creating and Using Macros

Understanding Macros and VBA, Creating a Macro, Running a Macro, Modifying an Existing Macro, Interacting with the User, Stepping through a Macro, Documenting Macros

Macro Techniques

Creating a Print Macro, Using Conditions to Enhance a Macro, Creating a Sequence of Conditions, Understanding the Versatility of Msg Box, Using the Msg Box Function, Reconfiguring a Message Box, Using the Input Box Function

Macros On Forms

Understanding Macros and Forms, Creating Navigation Macros, Accessing Event Macros, Creating Unassigned Buttons, Programming an Event, Running an Event Macro, Modifying an Event Macro, Setting Echo Off, Adding a Close Button, Creating a Search Macro, Running the Search Macro, Understanding the a Search Macro, Naming Macros, Referencing Macro Sheet Macros

An Introduction to VBA

Understanding VBA, Coding VBA for an Event, Running VBA Event Code, Msg Box and Input Box, Modifying an Existing Procedure, Understanding the Modified Code, Creating a Standard Module, Running the Code, Understanding the Loan Simulator Code, Creating a Button for the Simulator, Attaching the Simulator Code

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

