

Get Started Here

Microsoft Access is the world's most popular database program.

One-on-One Personal Computer Training provides advanced Access 2003 training that will enable the student to become productive with the product.

Learning Outcomes

This course is designed for people who are already familiar with the basic features of Access 2000.

At the end of the course, the student will be able to:

- ☞ Understand database concepts and terminology
- ☞ Plan and develop advanced databases
- ☞ Create sophisticated tables, forms, queries and reports
- ☞ Work with relationships, properties and controls
- ☞ Add graphics objects
- ☞ Include subdatasheets, subforms and subreports
- ☞ Import, export and link data
- ☞ Create web pages and data access pages
- ☞ Create macros and use them in events for forms and reports
- ☞ Customise toolbars and menus
- ☞ Create automated applications with Access
- ☞ Employ productivity tools such as AutoLookup, the Expression Builder and wizards

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 3

- ☞ Relationships, primary key, joins, referential integrity and cascade options
- ☞ AutoLookup, filtering and indexes
- ☞ Field and table properties
- ☞ Operators, expressions and functions
- ☞ Calculations in forms and reports
- ☞ Selecting records in queries
- ☞ Multi-table forms
- ☞ Form properties, form sections, form tabs and form appearance
- ☞ Option groups, combo boxes and command buttons
- ☞ Creating forms and reports without a Wizard
- ☞ Editing and formatting reports
- ☞ Sorting and grouping
- ☞ Form letters with Access and Word

Level 4

- ☞ Subdatasheets, subforms and subreports
- ☞ Crosstab queries, parameter queries, query Wizards and action queries
- ☞ Importing, exporting and linking
- ☞ Bound and unbound objects
- ☞ Hyperlinks, static web pages and data access pages
- ☞ Creating, running and editing macros
- ☞ Macro groups and conditions for actions
- ☞ Using macros for events in forms and reports
- ☞ Command buttons and customised toolbars
- ☞ Introduction to automated applications
- ☞ Switchboards, dialogue boxes, menus and toolbars

Prerequisites

Students should already be familiar with PCs and Windows but should have completed the Introduction to Access 2003 Course.

Enquiries

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