

PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

INTERMEDIATE MICROSOFT ACCESS Course Specification



Relationships

Calculations

Sub Forms

1 - Many

Many - Many

Validation

Input Masks

Import Data

Export Data

"I would like to keep track of client orders, parts lists and appointment lists. I would also like to be able to create complete professional database products". Relating Databases is one of the core skills of any relational Database Management Systems (RBDMS). Being able to store and find all information relating to any given client is essential to today's business. From a simple client database, you may need to record all orders, from all orders; you may need to record all parts or entries. From this information, you can calculate stock levels, costs, vat and invoice totals. Used in conjunction with the automation features of Microsoft Access, you will have a superb product that you created, and that you can adjust and amend to meet your needs.

Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of customised Databases, and you will have ample opportunity to discuss your database needs.

- Amend Database Structures
- Relate Tables
- View Related Information
- Automate Processes
- Create Queries that interrogate multiple tables
- Use Data Validation
- Use OLE Objects

Course Benefits

This course concentrates on building Intelligent Relational Databases previewed via forms and automated by using customised control functions. It will educate experienced Access users in the more sophisticated elements of the package and guide them towards automating common or repetitive tasks and planning closed systems for distribution to other Microsoft Access users. The Final Exercise of this course concentrates on the mode of Clients, Orders and Parts all related to each other. This forms the basis of most other client-orientated systems.

Course Details

Duration 1 Day

Cost £150.00 + VAT

Location Pelham Business Centre

Follow Up Advanced User Access

Intermediate Microsoft Access

Course Content

- Relationship Types
- Referential Integrity
- Viewing Relationships within Forms and Reports
- Advanced Forms/Sub Forms
- Amending existing Database Structures
- Data Validation Rules
- Using Criteria to set Input Validation
- Viewing Criteria errors in dialogue boxes
- Using and adding OLE field Types
- Using Input Masks
- Setting up Mailing Labels
- Creating a Start up Form
- Automating Start Up Forms
- Adding Custom Controls to Forms
- Using Calculated Fields in Forms and Reports
- Table Relationships
- Import & Export Tables to and from Microsoft Excel
- Creating a simple Macro



Once you have completed this course, you will be able to:

- Change Fields in Tables, Forms, Queries and Reports
- Relate Multiple Tables or Queries
- Set Referential Integrity and Cascade information through Relationships
- Validate information and set a response if the information is of an incorrect type
- Calculate within fields
- View relationship data within a single Form
- Query information gathered from multiple tables
- Import and Export data to and from Excel



To Book your Course, Please Telephone Andrew on 01472 321703 or 07812 456820

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