

COMPUTER TRAINING SERVICES

City Training Centre, London EC1



training

Microsoft® Access 2010 Intermediate Course - One Day

This one day course provides training on Access and the development of a database. It is suitable for delegates with a basic working knowledge of Access, or those who have previously attended our Microsoft Access Introduction course. This course would be most beneficial to database developers who have some practical experience of creating a database. The course deals with setting up a user interface as well as developing Action Queries to update the database automatically. Useful features such as labels, templates and mail merge will also be covered in this course.

Course Outline

Structuring Databases

Simple Database Creation:
Tables
Forms
Queries
Reports

Customising Tables

Field Properties controlling Data Entry
Primary Keys
Importing External Data

Customising Forms

AutoForms
Calculated Fields
Creating Sub Forms
Tab Controls
Combo/List Boxes
Form Design & Layout
Editing Form Objects

Action Queries

Update Query
Parameter Query
Make-Table Query
Top Values Query
Delete Query
Group & Totals Query
Cross-Tab Query
Multiple Tables & Join Properties

Customising Reports

AutoReports
Calculated Fields
Creating Sub Reports
Mailing Labels
Grouping & Sorting Data
Parameter Title Pages
Concatenation

Command Buttons

Record Navigation
Record Operation
Run Application Command
Run Query Command

Importing/Exporting Data

Importing External Data
Mail Merge with Word
Exporting Data to Excel

Managing Databases

Customising Menus & Toolbars
Switchboards
Splash Screens
Start-up Options
Object Dependencies
Backing Up a Database
Compact & Repair

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

Julie (020) 7831 4546 or Email: JulieWicks@sandg.co.uk

or visit our website: www.computercourses.co.uk