

Access 2000 Intermediate

1 day course

Overview

Students will learn how to enhance their database designs by using the principles of normalisation and table relationships. Students also learn how to query multiple tables for data that is used in customised forms and reports.

Prerequisites

Access 2000 Introduction or equivalent knowledge.

Benefits

Students will learn how to take the guesswork out of creating databases by using data-normalisation techniques. They will learn how to take advantage of relational database efficiency to maintain data. In addition, students will be able to save time by controlling data entry and automating tasks. Students will also benefit by becoming familiar with Access features that will enable them to customise forms and reports.

Target student

Students should already understand the basics of creating and using database objects, including tables, queries, forms, and reports.

What's next

Access 2000 Intermediate is the second course in this series. Access 2000 Advanced, the next course in this series, teaches students how to use a variety of query techniques, and how to create more efficient forms and reports, and macros. After taking the Advanced course, students who want to learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code can take Access 2000 VBA Programming.

Course Content:

Principles of table design

- Normalising data
- Normalising data for fourth and fifth normal forms

Principles of table relationships

- Analyzing table relationships
- Establishing and testing referential integrity

Table design techniques

- Data validation techniques
- Indexing techniques

Designing select queries

- Working with calculations
- Creating advanced select queries

Enhanced form design

- Modifying the form design
- Adding calculations to a form
- Adding combo boxes to a form
- Adding unbound controls

Subform design

- Creating a form that contains a subform
- Using the Form Wizard to create a form that contains a subform

Customising reports

- Customising a report created by the Report Wizard
- Subreports

Using the Chart Wizard

Mailing labels
