



**Duration: 2 days**

*What you will learn:*

*Assuming a good understanding of MS Windows and of the basic features of MS Access, you will learn the following.*

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### Table Design

- Review of Table design
- Use of Table properties

### Importing and Exporting

- From another Access database
- From another Database format
- From Excel
- Saving tables and queries to another format (Excel etc.)
- Linking data

### More on Relationships

- Relational database design
- Creating relationships
- Referential integrity

### More on Queries

- Review of Select queries
  - Summarising data
  - Performing calculations
  - Using Expression Builder
  - Parameter queries
- Crosstab queries
- Action Queries
  - Make-table
  - Update
  - Append
  - Delete

### Form Design

- Review of basic form design
  - Using the toolbox
  - Using the Properties dialogue
- Creating controls
  - Combo boxes
  - Option groups
  - Check boxes
- Using Sub-forms
- Changing the Tab Order
- Naming your controls
- Introduction to the Expression Builder

### Reports

- Review of basic report design
- Customising report appearance
- Adding Groups and Totals to reports
- Naming your controls

### Security Matters

- Why security?
- Using basic security features

### Macros

- Creating and editing simple Macros
- Using Macro groups names
- Assigning Macros to objects

### Database Maintenance

- Compacting
- Repairing
- Converting