

ARROW COMPUTER TRAINING

Telephone: 01827 61906

Email: enquiries@arrowtraining.co.uk

www.arrowtraining.co.uk

INTRODUCTION TO ACCESS – Stage 1 Course

Overview

This Introduction course is suitable for complete beginners to Microsoft Access.

Prior Knowledge Requirements

Basic computer skills such as using a mouse, navigating through windows and surfing the Internet.

The course covers the following areas:

Database Concepts

- Database concepts and terminology
- Exploring the Access environment
- Planning and designing databases
- Getting help
- Closing a database and Access

Access Basics

- Exploring tables
- Examining queries
- Exploring reports

Creating Databases

- Creating a database
- Using the table wizard
- Working in design view

Working with Fields and Records

- Changing the design of a table
- Adding and deleting records
- Finding and editing records
- Sorting and filtering records
- Field Properties
- Indexing
- Primary Fields

Querying Tables

- Creating basic queries
- Running queries
- Modifying query results and queries
- Using calculations in queries
- Saving Queries
- Printing query results

Creating and Using Forms

- Creating forms by using AutoForm
- Using the form wizard
- Using design view to create forms
- Finding, sorting and filtering records
- Formatting forms

Creating and Using Reports

- Using the report wizard
- Creating reports
- Modifying reports using design view
- Sorting and grouping data within reports
- Print options

What's next?

At the end of this course the student will feel confident using Access, and be able to create and design simple databases. The understanding and use of tables, fields and records, and the rules for entering data, is the foundation from which simple queries, forms and reports can be created.

After completing this course the student will be ready to attend an Intermediate Access training course.

ARROW COMPUTER TRAINING

Telephone: 01827 61906

Email: enquiries@arrowtraining.co.uk

www.arrowtraining.co.uk

INTERMEDIATE ACCESS – Stage 2 Course

Overview

This course is designed for those users who wish to advance their current knowledge of Access to take advantage of the more complex features. On completion students will understand relational databases, be able to work with related tables as well as being able to generate more complicated queries and create advanced forms and reports

Prior Knowledge Requirements

The Intermediate course is suitable for those with a basic working knowledge of Microsoft Access, and preferably have attended the Introduction to Access course.

The course covers the following areas:

Creating relational databases

- Database normalising
- Establishing relationships
- Table Links
- Types of relationships
- Adding referential integrity

Working with related tables

- The lookup wizard
- Changing lookup fields
- Inputting data to related tables

Defining data entry rules

- Using input masks
- Setting a field property
- Setting a validation rule

Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Using advanced query features

- How to join tables in queries
- Creating a calculated field
- Action queries

Creating advanced queries

- Summarise and group values
- Create a crosstab query
- Using a parameter query

Improving Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Add a Command Button to a Form

Advanced form design

- Working with graphics
- Working with calculations
- Working with combo boxes
- Working with unbound controls

Working with Subforms

- Creating subforms
- Merging forms and subforms
- Analysing data with subforms

Using advanced report features

- Organize Report Information
- Format the Report
- Set Report Control Properties
- Control Report Pagination
- Summarize Report Information
- Add a Subreport to an Existing Report
- Create a Mailing Label Report

Sharing Data across Applications

- Import Data into Access
- Export Data
- Analyse Access Data in Excel
- Export Data to a Text File

What's next?

At the end of this course the student will have the knowledge and experience to progress to the Advanced Access course which shows how to simplify tasks using macros, ensure effective use of forms and reports with advanced features, create advanced queries including pivot tables and charts and to maintain the database.

ARROW COMPUTER TRAINING

Telephone: 01827 61906

Email: enquiries@arrowtraining.co.uk

www.arrowtraining.co.uk

ADVANCED ACCESS – Stage 3 Course

Overview

At the end of this course the student will have a complete understanding of the higher functions of Access. Functions will be automated by creating simple and then advanced macros. Querying ability will be advanced and the use of SQL statements in queries will be explored.

Other areas covered are how to work with objects, the fundamentals of database management and how to protect data sources.

Prior Knowledge Requirements

The Advanced Access training course is suitable for those with a sound working knowledge of Access at Intermediate level.

The course covers the following areas:

PivotTables and PivotCharts

- Create a PivotTable
- Modify a PivotTable
- Working with a PivotChart

Creating Advanced Forms

- Designing a form based on joined tables
- Automating data entry
- Grouped control
- How to improve the user interface
- Designing subforms

Macros

- Create and run macros
- Attach macros to events of database objects

Creating Advanced Macros

- Create macros to provide user interaction
- Create macros requiring user decision
- Use AutoKeys and AutoExec macros

Exploring Access SQL

- How to identify different clauses in an SQL statement
- Writing SQL statements
- Attach an SQL statement to database objects

Creating a Switchboard and Setting the Startup Options

- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options
- Modify the Startup Options

Managing Databases

- Work with database utilities to optimise resources
- Secure data by database replication

Distributing and Securing the Database

- Split a Database
- Implement Security
- Set Passwords
- Encode and Decode a Database
- Convert an Access Database to an MDE File

What's Next?

Progression to the VBA course for Access.

ARROW COMPUTER TRAINING

Telephone: 01827 61906

Email: enquiries@arrowtraining.co.uk

www.arrowtraining.co.uk

Access – VBA

Overview

From long experience of training users in Access VBA we feel a course such as this should ideally be taught on a 'one to one' basis. Our 'access expert' is then able to sit with the user to offer training, help and advice tailored specifically to individual requirements.

Course Syllabus

Getting Started

- Introduction to access programming
- Understanding the development environment
- Using VB help

Developing with Procedures and Functions

- Understanding and creating modules
- Defining procedures
- Creating a sub-procedure
- Calling procedures
- Utilising the immediate window to call procedures
- Making and naming a function procedure
- Working using the code editor

Understanding Objects

- Understanding classes and objects
- Navigating the Access object hierarchy
- Understanding collections
- Using the object browser
- Working with the application object
- Understanding the form object
- Working with properties
- Using the 'With' statement
- Working with methods
- Understanding the DoCmd object
- Working with events
- Understanding the order of events

Utilising Intrinsic Functions, Variables and Expressions

- Defining expressions and statements
- How to declare variables
- Determining data types
- Programming with variable scope
- Harnessing intrinsic functions
- Defining constants and using intrinsic constants
- Adding message boxes and using input boxes
- How to declare and use object variables

Controlling Program Execution

- Understanding control-of-flow structures
- Working with boolean expressions
- Using the *if...end if* decision structures
- Using the *select case...end select* structure
- Using the *for...next* structure
- Using the *for each...next* structure
- Using the *do...loop* structure
- Guidelines for use of branching structures

Working with Recordsets

- Declaring and creating object variables
- Working with the ADODB recordset object
- Working with the DAO recordset object
- Working with external tables such as SQL Servier

Debugging the Code

- Defining errors
- Working with debugging tools
- Determining breakpoints
- How to step through code
- Working with break mode during run mode
- Identifying the value of expressions

Handling Errors

- Understanding error handling
- Understanding VBA's error trapping options
- Trapping errors with the on error statement
- Understanding the error object
- Writing an error handling routine
- Working with inline error handling