



Microsoft Access 2007-2016

Level 1: Getting Started

2 Day Course

Training at Your Office

\$ 550 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

HST is extra.

COURSE DESCRIPTION

Page 1 of 3

Whether you want to create your own simple database, or learn how to use one created by someone else, this is the course for you.

This two-day course will teach you all the very basics from entering data, to extracting information, creating forms and producing beautiful printed reports.

Course Prerequisites: because database programs are more complex than most other programs, you should already be using at least one other program before taking this course. (Excel or Word or PowerPoint, etc.)

COURSE TOPICS

Overview

- What is a Database?
- Database Objects in Access
- Creating / Opening Databases

Tables (Design View)

- Creating a Table
- Adding Fields
- Field Data Types
- Saving
- Insert Fields
- Moving Fields
- Change Field Name
- Change Field Data Type
- Working with Attachments
- Calculated Fields
- Field Size
- Format & Decimal Places
- Default Value
- Caption
- Validation Rule/Text
- Required
- Allow Zero Length
- Indexed
- Input Mask

Tables (Datasheet View)

- Entering Data
- Adding Pictures
- Zoom and Line Breaks
- Column Widths/Row Height
- Navigating Records
- Formatting Cells
- Hiding Columns
- Freezing Columns
- Cut, Copy & Paste
- Deleting Records
- AutoNumbers
- Sorting & Finding
- Filter by Selection or by Form
- Text, Number & Date Filters
- Save Filter as Query

Queries

- Creating Queries
- Adding Fields to Grid
- Entering Criteria
- Running a Query
- Sorting and Hiding
- Saving a Query
- Moving Columns
- Performing Calculations
- Formatting Columns
- Parameter Queries
- Totals Queries

Forms

- AutoForms
- Split Forms
- Using the Form Wizard
- Design & Form Views
- Layout View
- Moving/Sizing Controls
- Applying AutoFormat/Theme
- Edit Text Labels
- The Form Header/Footer
- Entering Data in the Form

Reports

- AutoReports
- Using the Report Wizard
- Different Views of Reports
- Report Bands
- Adjusting Controls
- Merging Fields
- Previewing and Printing

Working in the Navigation Pane

- Rename Objects
- Making a Copy
- Deleting Objects
- Object Properties



Microsoft Access 2007-2016

Level 2: Complete Database Design

3 Day Course

Training at Your Office

\$ 825 per person (minimum charge of 3 people)

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HST is extra.

COURSE DESCRIPTION

Page 2 of 3

This three-day course builds upon your basic Access knowledge by giving you the skills to properly create a powerful, flexible database.

Learn how to use multiple related tables (essential for almost any database) and create your own relational database. You will also learn how combine information from multiple tables, how forms are affected by multiple tables, and use sophisticated form and report tools to completely customize your database.

Course Prerequisites: solid understanding of all Level 1 topics.

COURSE TOPICS

Relating Tables

- Why Relate Tables?
- How to Relate Tables
- Referential Integrity
- Cascade Update/Delete
- Testing the Relationship
- Edit and Delete Relationships
- Primary Keys and Unique Indexing
- See Related Data in a Table

Creating Forms

Creating a Form

- Using the Wizard, Quick Form/Split Form
- Creating a Form from Scratch
- Add Text, Fields, Formulas, Pictures/Drawings
- What are Controls?
- Select, Move, Size & Align Controls
- Basic Formatting
- Using the Colour Icons
- Spacing Between Objects
- Delete Objects
- Cut, Copy, Paste
- Copy Formats
- Bring to Front/Send to Back
- The Toolbox and Locking a Tool
- Tab Order
- Print a Record
- Add a Logo, add a Title
- Forms Based on Multiple Tables

Form Layout View

- Form Layouts and Groups
- Control Margins/Control Padding
- Anchoring

Control Properties

- Name
- Control Source
- Default Value
- Validation Rule, Validation Text
- Format, Decimal Places, Custom Date
- Formats
- Input Mask and Tab Stop
- Status Bar Text & Control Tip
- Enabled & Locked

Combo Boxes

- Type 1 - You Type a List of Choices
- Type 2 - Display Data from a Table
- Type 3 - Display from Master Table, Store in Related Table (Linked)

Working with Bands/Form

- Change the Background Colour
- Rulers/Grid
- Form Properties

Command Buttons

- Creating with the Wizard
- Display Picture and/or Text on Button

Subforms

- Add to Main Form
- About Child Fields and Master Fields
- Edit a Subform from within Main Form

Creating Reports

All Applicable Forms Topics, plus:

- Wizards, Creating a Blank Report
- Print Preview vs. Report View
- Page Setup and Page Numbering
- Report Bands & Band Properties
- Sorting and Grouping
- Calculations in a Report
- Envelopes and Label Wizard

Working in Layout View

- Create Report, Add Fields
- Set Grouping & Totals
- Tabs on the Ribbon



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Level 3: Adding Automation

3 Day Course

Training at Your Office

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COURSE DESCRIPTION

Page 3 of 3

Take the final step from functional databases to completely automated ones. Dip your toes into the powerful VBA Language (Visual Basic for Applications) that makes it all possible by letting you automate almost any task with a single click.

Course Prerequisites: You should be very comfortable with the Level 2 topics.

COURSE TOPICS

Built-in Functions

Date Functions (Year, Day, Month & MonthName, Weekday & WeekdayName, Date, Now, DateSerial)
Special Functions (IIF, Switch, IsNull, Format, Eval, CurrentProject, CurrentObjectName)
Text Functions (Left, Mid, Right, InStr, Chr, UCase, LCase)
Domain Functions (DMax, DMin, DSum, DAvg, DCount, DLookup)

Compact & Repair

Compacting/Repairing a Database
Compacting Database on screen
Making a Compacted Copy

Setting Default Program and Database

Options

Application Title/Icon
Navigation Options
Datasheet Options
Defaults for Tables, Queries, Forms & Reports

Importing and Exporting Data

Importing/Exporting with Excel
Importing Outlook Data
Linking to Other Databases or to Exce

VBA Automation

Overview

Macros vs. Code
Module Types
Understanding Events

Events

Click
BeforeUpdate
AfterUpdate
NotInList
Close Events
Open Events
Delete Events
Cancel Events
Form Current

Procedures & Modules

Understanding Wizard Code
Module Window
Deleting Procedures
Comments
About Control & Object Names
Procedure Level Variables
Creating General Procedures
Creating Database Modules
Debug/Immediate Window
Intrinsic Constants

Commands

Closing Objects
Setting Values in Controls (text, numbers, formulas)
If, Else, Elseif, Endif
Select Case
Displaying a MsgBox
SendKeys
Delete Records
Showing/Hiding Controls
Setting Control Properties
Calling Procedures
Passing Parameters
Setting Input Masks
Find Combo Box
Email Command Button
Moving Through Records
Requery Controls
Referencing Forms
Is a Form Open?
Error Handling
Case vs. If
Null vs. ""
Creating Labels

Functions

MsgBox()
Format()
IsNull()
Dlookup() Dmax() DCount()
InputBox()