

Intermediate Microsoft Access Database Design

Target Audience

This one day course is aimed at more experienced users of Access, who, having attended the Intro course, now wish to enhance their knowledge. This course will provide the necessary skills to allow the user to create a database based on multiple tables and use macros and security to create a functional system. Users should have attended the Intro course and have hands on experience of applying the skills from that course prior to progressing to Intermediate level.

Course Details

This is a structured course with expert tuition, demonstrations and hands on practice. A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- To enable the user to create a more complex and functional database
- To customise the system using macro buttons to automate your database
- Creating a front menu (switchboard) to enable the user to navigate around different areas of the database.

Course Content

- Revision
- Creating multiple tables
- Linking tables
- Relationships in tables
- Referential Integrity
- Creating more advanced forms
- Advanced select queries and action queries
- Calculations
- Grouping data in reports
- Automation using macros and buttons
- Customising your database
- A 'front end ' for the database