

Access 2007 © Advanced



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Advanced Course is primarily designed for people who need to know how to automate operations in Access 2007 ©.

LEARNING OUTCOMES

The skills and knowledge acquired in Access Advanced are sufficient to automate operations using macros, secure and protect data, and have a general understanding of the programming environment in Access 2007 ©.

Relational Database Design

- Designing a Relational Database
- Scoping the System
- Determining the Inputs
- Normalising a Database
- First Normal Form (1NF)
- Second Normal Form
- Second Normal Form – Case Study
- Third Normal Form (3NF)
- Database Indexing

Creating a Relational Database

- Creating a New Database File
- Creating Lookup Tables
- Defining a Primary Key
- Saving and Closing A Table
- Creating the Expense Type Table
- Creating the Transactions Table
- Creating the Details Table

Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up the Employees Table
- Looking Up the Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing the Employee Table Join
- Editing the Expense Type Table Join
- Creating a New Join
- Creating a Relationships Report

Multi-Table Queries

- Understanding Relational Queries
- Creating a Relational Query Design
- Filtering a Relational Query
- Filtering Related Fields
- Adding More Tables and Fields
- Utilising Hidden Fields

Aggregation Queries

- Creating an Aggregation Query
- Working with Aggregation Queries
- Multiple Aggregations
- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria to Aggregations
- Understanding Nested Queries
- Creating an Assembly Query
- Creating the Nesting Query

Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating using Expressions
- Running an Expression Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off

Macro Techniques

- Creating a Print Macro
- Using Conditions to Enhance a Macro
- Creating a Sequence of Conditions
- Understanding the Versatility Of MsgBox
- Using the MsgBox Function
- Reconfiguring a Message Box
- Using the InputBox Function

An Introduction to VBA

- Understanding VBA
- Coding VBA for an Event
- Running VBA Event Code
- MsgBox and InputBox
- Modifying an Existing Procedure
- Understanding the Modified Code
- Creating a Standard Module
- Running the Code
- Understanding the Loan Simulator Code
- Creating a Button for the Simulator
- Attaching the Simulator Code