



Learning outcomes

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

Target audience

This publication is primarily designed for people who need to know how to automate operations in Microsoft Access 2007. It is ideal for people who are working in offices, clubs, or for home use.

The course will cover the following topics

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

Concluding Remarks

Pro-efficient Professional

The Future ON TRACK – TRAINED

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