

Microsoft Access 2000 Fundamentals

Overview

The skills and knowledge acquired in Microsoft Access 2000 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Access 2000 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Access 2000 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Access 2000 Fundamentals you should be able to:

- start Microsoft Access and work with the various windows and objects.
- create a database file and a data table
- work with records in a relational database
- navigate a table and edit and delete data
- change the way that data in a table appears
- sort and filter data in a table
- create select queries and display data according to specified criteria
- create and use forms which assist you working with your data
- create and run reports from data in a table and in queries
- design relational databases
- use data validation techniques to protect the integrity of the data
- create relational databases
- set table relationships in a database
- add records to a relational database

Course Duration is 2 Days

Course Code: A3M1

Topics

Access 2000 Orientation

Starting Access 2000
Opening An Existing Database
The Access 2000 Database Screen
The Database Window
Working With Database Objects
Exiting From Access 2000

Creating A New Database

Creating A New Database File
How Access Stores Data
Access 2000 Data Types
Designing A Database Table
Creating A New Table
Changing Field Properties
Adding Records In A Table
Adding Records Using An AutoForm
Creating A Reusable AutoForm
Adding Records Using A Form Assignment – Adding Records
Importing Data From Microsoft Excel
Closing A Database File

Working With Records

Navigating In A Table
Editing A Record
Deleting A Record
Deleting Several Records
Finding And Replacing
Undoing An Error
Compacting A Database
Printing Records
Working With Sub Datasheets
Assigning A Sub-Datasheet

Managing Table Data

Navigating In A Table
Editing A Record
Deleting A Record
Deleting Several Records
Finding And Replacing
Undoing An Error
Compacting A Database
Printing Records

Formatting Table Data

Changing Column Widths
Changing Column Headings
Formatting The DataSheet (Table)
Changing Fonts
Moving Columns
Freezing Columns
Hiding Columns
Unhiding Columns

Sorting And Filtering Table Data

Simple Sorting
Sorting On Several Fields
Creating A Simple Filter
Clearing A Filter
Filtering By Exception

Filtering By Form

Select Queries

Select Queries – How They Work
Creating A Query Design
Different Views Of A Query
Working With Fields In A Query
Selecting Records Using A Query
Clearing All Selection Criteria
Assignment – Select Queries
Querying Using Wildcards
Querying - Problem characters
Querying With Logical Operators
Saving And Reusing A Query
Calculated Fields In A Query
Changing Column Headings In A Query
Formatting Query fields
Queries That Summarise Data

Forms

Forms – How they Work
Creating A New Form Using The Form Wizard
Working With A Form
Understanding Form Objects
Modifying Field Widths In A Form
Moving Fields On A Form
Adding A Label To A Form
Changing The Properties of A Form Object
Adding A Picture To A Form
Changing The Background Of A Form
Changing A Field To A Combo Box
Using A Combo Box Control On A Form
Creating A Form From A Query

Reports

Reports - How They Work
Creating A New Report Using The Report Wizard
Previewing A Report
Printing A Report
Understanding Report Bands
Moving Field Objects On A Report
Formatting A Report
Removing Headers And Footers
Adding A Header To A Report
Formatting Headers In A Report
Forcing A New Page
Adding A Page Footer To A Report
Adding A Report Footer To A Report
Formatting Footers In A Report
Creating A Grouped Report
Creating A Report From A Query

Database Design

Designing A Relational Database
Scoping The System
Determining The Inputs
Normalising A Table
First Normal Form (1NF)

Second Normal Form (2NF)
Second Normal Form - Case Study
Third Normal Form (3NF)

Data Validation

Assigning Default Values
Marking A Required Field
Validation Rules And Text
Creating A LookUp Field
Working With Validations

Creating Relational Databases

Creating A New Database File
Access 2000 Data Types
Creating A New Table
Changing Field Properties
Creating A Table From A Shortcut
Creating A Table With Numbers And Currency
Assignment - Creating Tables

Setting Table Relationships

Understanding Table Relationships
Accessing The Relationships Window
Table Joins In The Rostrum Case Study
Creating Table Joins
Assignment - Creating Relational Joins
Editing An Existing Relationship
Printing Table Relationships

Adding Relational Records

Adding Records In A Table
Adding Records Using An AutoForm
Assignment - Adding Records
Data Entry Key Violations
Data Integrity Violations