



113-P26-CE-V2



In-Class



16 hours

Course Description:

This Advanced Access training class is designed for participants who have basic skills with Microsoft Access and want to learn advanced-level database design to gain the ability to establish and manage relationships, design and execute complex queries, integrate external data sources, create and customize advanced forms, generate and format detailed reports, automate tasks with macros, and develop and maintain desktop applications, given access to Microsoft Access software and relevant datasets, with a high level of proficiency and confidence.

Target Audience:

This course is intended for participants who have basic skills with Microsoft Access and who want to learn advanced-level.

Course Objectives:

- Explain the concept of relationships in databases.
- Create Parameter Queries for dynamic results.
- Construct Tables from Other Databases into Access tables.
- Develop a sub-form for displaying related data within a main form.
- Design Reports in Design View.
- Use Macro Basics and their purpose in Access.
- Create the Navigation Form.

Course Outline:

Module 1: Relationships

- Review of Relationships.
- Referential Integrity.
- Relationships.
- A Few Words about Naming Conventions.

Module 2: Advanced Queries

- Query Design View.
- Review of Select Queries.
- Review of Select Queries with Criteria.

- Logical Operators.
- Parameter Queries.
- Action Queries.

Module 3: Table Functions

- Importing data.
- Linking Tables from External Sources.
- Import tables from other Databases.
- Tables from Templates and Application Parts.

Module 4: Advanced Forms

- Design View.
- Formatting.
- Tab Order.
- Create Forms with Application Parts.
- Creating a Sub-form.
- Alter a Form.

Module 5: Advanced Reports

- Design View.
- Report Sections.
- Arranging Fields on a Report.
- Resizing the Detail Section.
- Grouping and Sorting.
- Setting Properties on a Report.
- Special Report Fields.
- Controls.
- Sub reports.
- Application Parts.
- Deleting a Report.
- Formatting a Report.

Module 6: Macros

- Macro Basics.
- Running a Macro.



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Module 7: Completing the Desktop Application

- The Navigation Form.
- Running Macros from a Navigation Form.
- Setting the Navigation Form as the Default Form.
- Splitting the Database.
- Distributing the Front-End Database.
- Database Maintenance.

Assessment and Attendance Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Course completion will grant participants:

1.3 CEUs

Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:

Satisfactory completion of Microsoft Access - Level I.