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Microsoft Access level 1 course content (1-day)

Course Description

Microsoft Office Access Beginners will assist organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be sorted, linked and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft Office Access relational database application.

Prerequisites

Good working knowledge of the Windows Operating System

Course Outline:

1. Explore an Access 2010 Database

- Working in Access 2010
- Understanding Database Concepts
- Exploring Tables
- Exploring Forms
- Exploring queries
- Exploring Reports
- Previewing and Printing Access Objects

2. Create Database and Simple Tables

- Creating Databases from Templates
- Creating Databases and Tables manually
- Manipulating Table Columns and Rows
- Refining Table Structure
- Creating Relationships Between Tables

3. Create Simple Forms

- Creating Forms by Using the Form Tool
- Changing the Look of Forms
- Changing the Arrangement of Forms

4. Display Data

- Sorting Information in Tables
- Filtering Information in Tables
- Filtering Information by Using Forms
- Locating Information That Matches Multiple Criteria

5. Create Simple Reports

- Creating Reports by Using a Wizard
- Modifying Report Design
- Previewing and Printing Reports

Microsoft Access level 2 course content (1-day)

Course Description

Microsoft Office Access Intermediate will provide the basic skills needed to work with Microsoft Office Access database, including creating and working with Access tables, relationships, queries, forms and reports. But so far you have been focusing only on essentials database user skills. In this course, you will consider how to maintain data consistency, how to customize database components and how to share Access data with other applications.

Prerequisites

Microsoft Office Access: Beginners training or equivalent working knowledge

Course Outline

1. Maintain Data Integrity

- Restricting the Type of Data
- Restricting the Amount of Data
- Restricting the Format of Data
- Restricting Data by Using Validating Rules
- Restricting Data to Values in Lists
- Restricting Data to Values in Other Tables

2. Create Custom Forms

- Modifying Forms Created by Using a Wizard
- Adding Controls
- Adding Subforms
- Using E-Mail forms to Collect Data

3. Create Queries

- Creating Queries by Using a Wizard
- Creating Queries Manually
- Using Queries to Summarize Data
- Using Queries to Perform Calculations
- Using Queries to Updated Records
- Using Queries to Delete Records

4. Create Custom Reports

- Creating Reports Manually
- Modifying Report Content
- Adding Sub-reports

Microsoft Access level 3 course content (1-day)

Course Description

Microsoft Office Access has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft Office Access. You have worked with the various Access objects, such as tables, queries, forms and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports and maintaining a database.

Prerequisites

Microsoft Office Access: Beginners and Microsoft Office Access: Intermediate training or equivalent working knowledge

Course Outline

1. Import and Export Data

- Importing Information
- Exporting Information
- Copying to and from Other Office Programs

2. Make Database User Friendly

- Creating Navigation Forms
- Creating Custom Categories
- Controlling which Features are Available

3. Project Database

- Assigning Passwords to Database
- Splitting Databases
- Securing Databases for Distribution
- Preventing Database Problems

4. Customize Access

- Changing Defaults Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar