

Access 365

Intermediate Course Outline

Objectives:

This course is designed for existing access users who want to learn more about manipulating data and customising forms and reports.

Content

Lesson 1: More about Relational Databases

Access is a tool that enables the user to create Relational databases. Understanding Relationships is crucial in advanced database design. It enables flexibility and an ability to manipulate data that an otherwise flat file database would not possess

Lesson 2: Understanding more advanced queries

The ability to manipulate queries to an advanced level can be a crucial part of database design. Creating calculated fields within a query means that the results of these calculations do not need to be stored permanently in the database while parameter queries enable the designer to set the user a question where the answer filters the data accordingly – this is particularly good for date dependent data.

Lesson 3: Action Queries

Action queries perform an action on the data in the database. This action can be either making a table out of another table or tables, appending data to the bottom of an existing table, updating data in a table with a new value, or deleting records in tables based on certain criteria.

Lesson 4: Crosstab queries and introduction to SQL

This Lesson covers crosstab queries and SQL specific queries. Cross tab queries are useful when organising data to create graphs or spreadsheet type reports. SQL is used in many database applications. It is a universal language that is used behind every Access query. Understanding SQL gives you a greater insight into how queries work and enables you to manipulate queries to a greater extent.

Lesson 5: More about Forms

Forms provide the user with a powerful interface to enter and manipulate their data in Access. The more advanced database developer can program the forms to guide the user through the business process being addressed.

Lesson 6: Advanced Report Writing

Advanced report writing can make a vital difference to the final design of the database. The reports are the final product with Access, and producing effective and professional reports are usually the ultimate goal of all databases. Being able to manipulate reports beyond the scope of the wizards is a major part of report writing in Access.

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