

Workshop Aims:

This course aims to give a more in-depth knowledge of databases and in particular the main features of Microsoft Access.

Workshop Program:**TOPIC*****Efficient Database design***

- Worked example of designing a more complex database
- Normalisation
- Relational data
- Referential integrity

Tables

- Advanced field options

Forms

- Advanced form options
- Using controls on forms – listboxes & comboboxes etc.
- Creating a Switchboard

Queries

- Advanced query types – Action Queries
- Parameterised Queries
- Introduction to SQL Queries

Reports

- Advanced reporting
- Report Properties
- Calculated fields

Macros

- Introduction to Access Macros

Access Programming & Web Pages

- Introduction to Modules
- Data Access Pages

Database Utilities

- Compact & repair
- Import. Export & linked tables

Target Audience:

This workshop is intended for developers who need a more in-depth knowledge of Microsoft Access than the Introduction course can provide.

Assumed Knowledge:

A basic knowledge of Microsoft Access at a level equivalent to that gained in the Introduction course is assumed for this workshop.