



## Course Outline

### Access Level 1: Introduction

Duration: One-Day

**COURSE OBJECTIVES:** To give an introduction to database design concepts. This course offers a grounding in creating the core objects of a database and covers data manipulation and extraction at an introductory level.

**WHO SHOULD ATTEND:** People who intend to design databases from scratch or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

**EXPERIENCE NEEDED:** This course assumes no previous experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

#### 1: Introduction to Databases

Database concepts  
 database layout  
 launching access.  
 the access menu system  
 dialog boxes  
 getting help  
 creating a new database  
 Closing a database (vs exit access)  
 Opening a database

#### 2: Tables

Database Design.  
 Creating Tables Using the Table Wizard  
 Creating Tables In The Datasheet View

#### Creating Tables in the Design View

Data Types  
 Field Properties  
 Data Display Format Vs Input Mask  
 The Input Mask  
 Data Entry Problems  
 Moving and Copying

#### 3: Working with Tables

Pasting Records  
 Sorting the Table  
 Deleting a Table  
 Table Layout Changes  
 Find  
 Replace  
 Wildcards; Records

#### 4: Queries

The Simple Query Wizard  
 The Design View  
 Modifying the Query  
 Using Basic Criteria  
 Additional Criteria  
 ParameterS  
 Multiple Object Queries  
 Custom Calculations in a Query  
 Calculating Fields continued  
 Grouping Fields

#### 5: Introduction to Reports

The Report Wizard



## Course Outline

### Access Level 2: Intermediate

Duration: One-Day

**COURSE OBJECTIVES:** To build on some existing database design and/or user experience that may have been gained from the Introduction course.

**WHO SHOULD ATTEND:** People who intend to design databases at intermediate level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

**EXPERIENCE NEEDED:** This course assumes no previous experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

#### **1: Action Queries**

- Types Of Queries
- The Crosstab Query
- The Make Table Query
- The Append Query
- The Delete Query
- The Update Query

#### **2: Customising Forms**

- Manipulating Data in the Form
- Tab Order
- Autoformat
- Creating A New Form
- Using the Form Wizard
- Creating A Form With A Subform
- Modifying And Redesigning The Form.

#### **3: Reports**

- The Report Wizard
- Creating a Report With Calculated Totals
- Using the Chart Wizard
- Altering the Chart
- Using the Label Wizard
- Modifying and Redesigning the Report.
- Publishing Access Data on the Web

#### **4: Database Replication**

- What Is Database Replication?
- Creating and Maintaining a Replicated Database
- To Use Briefcase To Create A Replica

- Changes Made To A Replicated Database
- Synchronization
- Resolving Synchronization Conflicts
- Convert A Replica Set To Access 2010 (from Access 97)

#### **5: Table Design and Relationships**

- Database Design
- Normalisation
- Types of relationships
- Creating Table links
- Referential Integrity



## Course Outline

### Access Level 3: Advanced

Duration: One-Day

**COURSE OBJECTIVES:** To build on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate course.

**WHO SHOULD ATTEND:** People who intend to design databases at an advanced level or improve existing Access databases. Also advanced conversion of databases made in other applications and spreadsheet (flat file) databases.

**EXPERIENCE NEEDED:** This course assumes a reasonable level of database design principles.

#### **1: Managing Relational Databases**

Database Concepts.  
Database Integrity

#### **2: Advanced Forms Customising**

List And Combo Boxes  
Check Boxes, Option & Toggle Buttons.  
Option Groups  
Command Buttons  
Calculated Fields.  
Using Form's Input Values  
Create A Form With Multiple Pages Or  
Tabs  
Inserting Graphics in Forms or Reports

#### **3: Optimising and Administering Access**

Optimising Performance  
The Performance Analyzer  
The Add in Manager  
Compacting Your Database  
The Database Documentor  
The Database Splitter  
Recovering Damaged Databases  
Importing And Linking Tables

#### **4: Basic SQL Statements**

Macros  
Database control wizards  
Managing replies with Outlook



## Course Outline

### Access 2010: Introduction to Programming and Development

Duration: 3 days

**COURSE OBJECTIVES:** To give delegates a firm grounding in the principles and procedures of Access database programming.

**WHO SHOULD ATTEND:** Potential database programmers and database support analysts committed to databases built on Microsoft Access architecture.

**EXPERIENCE NEEDED:** This course assumes a reasonable level of database programming and/or VB or SQL programming principles and database design principles.



## Excel Dashboard Reports

### **Excel Dashboard Reports**

Essentially, a dashboard report is a way to visually present critical data in summary form so that you can make quick and effective decisions, in much the same way that a car dashboard

- How to display data from any number of sources, of any kind, using virtually any design...all in one report.
- How to create mini-charts for Dashboard reporting
- How to create figures that use both Charts and Worksheets
- How to use Excel's Camera Tool
- How to funnel data into Dashboard Reports
- How to use Spreadsheet databases for Dashboard Reporting
- How formulas in any number of high-quality Excel reports can link to general-purpose Excel databases, or to Excel-friendly OLAP databases.
- Updating reports in seconds...rather than minutes, or hours....
- How to create magazine-quality Excel reports.
- How to change the reports quickly, to respond to managers' changing information needs



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