

## Microsoft Access®: A Comprehensive Hands-On Introduction - 4 Days

*Course 970 Overview*

- You Will Learn How To**
- Utilize Microsoft Access to design robust database applications
  - Apply Form, Table, Report and Query wizards to quickly build database applications
  - Create and integrate macros into your applications
  - Quickly modify forms and reports with selective filtering, sorting and grouping
  - Implement advanced Access reporting features
  - Link to SharePoint and SQL Server data systems
- Course Benefits** Databases form the core of an organization's information infrastructure. Microsoft Access is a powerful visual tool with which to design and develop database applications. This hands-on course provides experience with the features and functionality of Microsoft Access. You learn to develop and support robust Access systems, manipulate and query data, develop forms, design sophisticated data analysis reports, and upsize Excel spreadsheets.
- Who Should Attend** Anyone who needs to manipulate, analyze or report on organizational data. Familiarity with databases or macros is helpful.
- Hands-On Training** Throughout this course, you gain real-world experience building components of a database inventory system. Extensive hands-on exercises include:
- Building a Microsoft Access database
  - Establishing indexes and data relationships
  - Implementing Form and Query wizards
  - Automating tasks with macros
  - Creating preformatted and custom reports
  - Developing complex Access reports
  - Limiting Query recordset results
  - Handling the On-No-Data event in reports

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## Course 970 Outline

### Microsoft Access Overview

#### Discovering the interface

- Browsing by category in Help
- Quick data functions in reports
- Exploring the results-based ribbon
- Categorizing with command groups
- Changing the view to discover contextual tabs
- Hiding and revealing the Navigation Pane

#### Overview of database concepts

- Databases and their contents
- Flat file and relational databases
- Conforming Access to RDBMS standards

#### The fundamentals of database design

- Tables, records and fields
- Implementing database normalization
- Ordering schemes
- Indexes
- Setting compound primary keys

### Building a Relational Database with Access

#### Defining the requirements

- Eliciting user needs and wants
- Consolidating a design into a system specification
- Designing the data model

#### Creating an Access database system

- Selecting the best Access design style
- Access tables, fields, indexes
- Assigning proper field types
- Table relationships
- Modifying field functionality with properties

#### Integrating internal and external data

- Customizing forms with the Layout View
- Embedding forms within other forms
- Attaching or importing existing tables
- Designing a friendly user interface
- Protecting data using layered validation
- Form controls and properties
- Picking controls in Layout and Design Views

### Querying Relational Data

#### Query types and elements

- Defining queries
- Choosing fields in the Design View
- Select, Action and Parameter queries

### Developing queries

- Query wizards
- Expressions in queries
- Refining data output with sorting and filtering
- Displaying data from multiple tables
- Creating calculated fields

### Access Reports for Data Analysis

#### Implementing Report wizards

- Generating quick reports
- Stacked and tabular report formats
- Visually enhancing your presentation with conditional formatting
- Exploiting formulas and expressions in reports
- Sorting out groups and totals

#### Modifying the standard report formats

- Hiding data detail in summary reports
- Elements of effective custom reports
- Adjusting report controls
- Changing group order and effects
- Formulating values in expressions
- Publishing to PDF and XPS formats

### Task Automation with Macros

#### Designing effective macros

- Point-and-click
- Embedded macros
- Macro style guidelines
- Running a macro from events
- Picking macro actions and arguments

#### Event-driven programming

- Linking forms and reports
- Associating macros with controls to respond to user-triggered events
- Managing security through the Trust Center
- Designing a custom Navigation Pane

### Access as a Multiuser Front-End

#### Data separation in Access

- Creating a non-data ACCDB
- Strategically placing your data
- Handling multiuser conflicts

#### Linking to SharePoint or SQL Server

- The ODBC connectivity standard
- Utilizing SharePoint and SQL Server data within Access