

MSC Computer Training

Training Course Specification

Course: Access Intermediate (versions 1997 to 2013)

Duration: 6 hours

Aims and Objectives of the workshop	This workshop is for those who intend to design databases at intermediate level or improve existing Access database. The workshop will also cover how to design and develop a database from scratch.
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.
Pre-requisites:	This course assumes some previous experience of database design principles and follows on from the Introduction to Access workshop

Course Content¹

Relational database

- Database design/Normalisation
- One to one relationships
- Dealing with Many to Many relationships
- One to many relationships
- Using referential integrity

Form design:

- Using sub-forms
- Start up forms
- Menu Driven Forms
- Creating and Using command buttons

Action queries

- Make table queries
- Delete queries
- Append queries
- Update queries

Report design:

- Grouping data in reports
- Understanding report layouts
- Changing report layout
- Report properties

Related courses: Access Introduction, Access Advanced

¹ You can choose from the list to create your own course