

FlexiCoach

Software Coaching and Consulting

Microsoft Access Database Designer

In this course the participant will go beyond Access basics, and implement more sophistication to the database. This course covers, planning and scaling a database. Additional features to forms. and Creating and designing information specific reports.

Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working With Validations

Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Unhiding Columns

Table Relationships

- One to One Tables
- One to Many Tables
- Junction Tables

Data Normalization

- What is Data Normalization?
- Data Redundancy in Tables
- Why reduce duplicates
- 1st, 2nd & 3rd Normal Form
- Design Tables to Reduce Redundancy
- Splitting Tables to Reduce Redundancy

Inner, Outer & Self Join

- Understanding Join
- Creating and Inner Join
- Creating and Outer Join
- Creating a Self Join
- Working with Cross Joins
- Deleting Joins

Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates

- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields From a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying for Uniqueness

Parameter Queries

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions
- Using Parameters With Wildcards

Calculations in Queries

- Creating a Calculated Field
- Formatting Calculated Fields
- Summarising Data Using a Query
- Changing the Grouping
- Calculating With Dates
- Using Criteria in Calculations

- Concatenating String Fields

Modifying Forms

- Understanding Form Design and Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With a Control Stack
- Changing Control Widths
- Moving Controls on a Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding an Unbound Control
- Adding a Control Source
- Formatting a Control

- Checking the Current Tab Order
- Changing the Tab Order
- Inserting the Date Into the Form Header
- Using a Navigation Form**
- Creating a Simple Navigation Form
- More Complex Navigation Forms
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Adding Subsidiary Pages

DIY Forms

- Creating a Multiple Item Form
- Adjusting the Layout of a Form
- Typing Into a Form Layout
- Disabling Fields
- DIY Sub Forms
- Removing SubForm Redundancy
- Splitting and Merging Layout Cells
- Adding an Easy Lookup Field
- Adding Buttons to a Form
- Adjusting Form Properties

Introduction to Macros

- Understanding Macros and VBA
- Creating a Macro
- Running a Macro
- Modifying an Existing Macro
- Interacting With the User
- Stepping Through a Macro
- Documenting Macros

Design Reports

- Create a Report from Scratch
- Report Layout and Objects
- Report Headers and Footers
- Alignment and Spacing
- Concatenate Fields
- Using Queries to Enhance Reporting

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RELATED COURSES

Access Foundation | Excel Developer | Power Apps | Power BI



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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Or submit a request via our website:

www.flexicoach.com.au