Access 2016© Advanced

SUTHERLAND TRAINING

caring, flexible, professional

Duration: 1 Day

TARGET AUDIENCE

This one-day advanced course is primarily designed for people who need to know how to develop relational databases and automate operations in Microsoft Access 2016.

LEARNING OUTCOMES

The skills and knowledge acquired in Access Advanced are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2016.

Relational Database Design
Designing A Relational Database
Scoping The System
Determining The Inputs
Normalising A Database
First Normal Form (1NF)
Second Normal Form (2NF)
Second Normal Form – Case Study
Third Normal Form (3NF)
Database Indexing

Creating A Relational Database
Creating A New Database File
Creating Lookup Tables
Defining A Primary Key
Saving And Closing A Table
Creating The Expense Type Table
Creating The Transactions Table
Creating The Details Table

Setting Table Relationships
Understanding Table Relationships
Understanding Lookup Relationships
Looking Up The Employees Table
Looking Up The Expense Types Table
Viewing Table Relationships
Understanding Table Joins
Editing The Employee Table Join
Editing The Expense Type Table Join
Creating A New Join
Creating A Relationship Report

Multi-Table Queries
Understanding Relational Queries
Creating A Relational Query Design
Filtering A Relational Query
Filtering Related Fields
Adding More Tables And Fields
Utilising Hidden Fields
Understanding Query Joins
Creating An Inner Join
Creating A Left Outer Join
Creating A Right Outer Join

Aggregation Queries
Creating An Aggregation Query
Working With Aggregation Queries
Multiple Aggregations
Modifying Aggregation Headings
Aggregating Calculated Fields
Applying Criteria To Aggregates
Understanding Nested Queries
Creating An Assembly Query
Creating The Nesting Query

Action Queries
Creating A Make Table Query
Using A Make Table Query
Understanding Expressions And Update Queries
Preparing An Update Query
Running An Update Query
Updating Using Expressions

Running An Expression-Based Update
Creating A Delete Query
Running A Delete Query
Creating An Append Query
Running An Append Query
Turning Action Messages Off

Macro Techniques
Creating A Print Macro
Using Conditions To Enhance A Macro
Creating A Sequence Of Conditions
Understanding The Versatility Of MsgBox
Using The MsgBox Function
Reconfiguring A Message Box
Using The InputBox Function

An Introduction To VBA
Understanding VBA
Coding VBA For An Event
Running VBA Event Code
Understanding MsgBox And InputBox
Modifying An Existing Procedure
Understanding The Modified Code
Creating A Standard Module
Loan Simulator Code
Running The Code
Understanding The Loan Simulator Code
Creating A Button For The Simulator
Attaching The Simulator Code

Duration: 1 day
Class size: 10
Times: 9am to 4pm