Microsoft Access (I-III)

Overview

Elevate USA's Microsoft Access training will teach employees everything from the basics of design and progress to fully-functional databases, including how to create tables and forms, and making a database functional by designing macros and switchboards. Keep your information organized and easy to retrieve with your new Access abilities.

Learning Objectives

- Learn to identify the basic components of an Access database
- Be able to build the structure of a database o Manage data in tables
- Learn how to query a database
- Learn how to design forms
- Learn to generate reports
- Be able to streamline data entry and maintain data integrity
- Join tables to retrieve data from unrelated tables
- Learn to create flexible queries to retrieve data and modify tables
- Learn to create flexible queries to retrieve data and modify tables o Improve the functionality of Access forms
- Learn to customize reports to organize the displayed information
- Be able to restructure data into appropriate tables o Write advanced queries to analyze and summarize data
- Learn how to create macros
- Be able to customize reports
- Learn to maintain database using Access tools
- Learn to create and modify a database switchboard and set up the startup options
- Learn to secure and distribute databases

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortable accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter and goals of SSA
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process

Course Agenda (five days)

Level I:

- Getting started
  - Identify the elements of the access interface
  - Identify the components of a database
  - Examine the relational database design process

- Building the structure of a database
  - New database
  - Create a table
  - Manage tables
  - Establish table relationships
  - Add command button to a form

- Managing data in a table
  - Modify table data
  - Sort and filter records
  - Work with sub data sheets

- Querying a database in a table
  - Create a query
  - Add criteria to a query
  - Add a calculated field to a query
  - Perform calculations on a record grouping
  - Retrieve records based on input criteria

- Querying a database
  - Create a query
  - Add criteria to a query
  - Add a calculated field to a query
  - Perform calculations on a record grouping
  - Restrict data entry forms

- Designing forms
  - Create a form
  - Modify the design of a form
  - View and add data using a form

- Generating reports
  - Create a report
  - Add a control to a report
  - Format the controls in a report
  - Enhance the appearance of report
  - Prepare a report for print

- Controlling data entry
  - Constrain data entry using field properties
  - Establish data entry formats for entering field values
  - Create a list of values for a field

Level II

- Joining tables
  - Create query joins
  - Join tables that have no common fields
  - Relate data within a table

- Creating flexible queries
  - Set the select query properties
  - Create action queries

- Improving forms
  - Organize information with tab pages
  - Create a sub form
  - Display a summary of data in a form
  - Change the display of data conditionally

- Customizing reports
  - Organize report information
  - Format reports
  - Control report pagination
  - Add a calculated filed to a report

- Sharing data across applications
  - Import data into access
  - Export data to text file formats
  - Export access data to Excel
  - Create a mail merge

- Structure existing data
  - Restructure the data in a table
  - Create a junction table
  - Improve the table structure

- Writing advanced queries
  - Create sub queries
  - Create unmatched and duplicate queries
  - Filter records using criteria
  - Summarize data using a cross tab query
  - Create a pivot table and a pivot chart

- Simplifying tasks with macros
  - Create a macro
  - Attach a macro
  - Restrict records using a condition
  - Validate data using a macro
  - Automate data entry using a macro

Level III

- Creating effective reports
  - Include a chart in a report
  - Print data in columns
  - Cancel printing of a blank report
  - Publish a report as a PDF

- Maintaining an access database
  - Link tables to external data sources
  - Manage a database
  - Determine object dependency
  - Document a database
  - Analyze the performance of a database

- Managing switchboards
  - Create a database switchboard
  - Modify a database switchboard
  - Set the startup options

- Distributing and security databases
  - Split a database
  - Implement security
  - Set passwords
  - Convert an Access database to an ACCDE file