

Microsoft Access Bootcamp

If you want to master intermediate and advanced functions of Microsoft Access quickly, the bootcamp is the perfect place to start. In this two-day, 14-hour course, you'll go from learning the Access interface to using advanced reporting techniques.

Courses in this package:

- Microsoft Access Level I
- Microsoft Access Level II

Course Outline

Day One

Lesson 1: Exploring Access Environment

- Overview of database concepts
- Exploring the User Interface
- Opening an Existing Database
- Customizing the Access Environment

Lesson 2: Designing a Database

- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data

Lesson 3: Creating a Relational Database in Access

- Creating a New Database
- Creating a Table
- Manage Tables
- Create a Table Relationship
- Saving the Table Structure
- Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Modify Table Data
- Sort Records
- Work with Subdatasheets

Lesson 5: Querying a Database

- Filter Records
- Exploring Query Types
- Creating and Running a Query
- Updating Data Using a Query
- Summarizing Data in a Query

Lesson 6: Designing Forms

- Creating a Form Using the Forms Wizard
- Changing a Form's AutoFormat
- Finding Data Using a Form
- Maintaining Table Data Using a Form
- Filtering Data in a Form

Lesson 7: Working With Reports

- The Report Window
- Exploring Report Types
- Creating a Report Using the Report Wizard
- Grouping Data within a Report
- Summarizing Data in a Report
- Formatting Report Detail and Printing Reports

Day Two

Lesson 1: Controlling Data Entry

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

Lesson 2: Joining Tables

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within Table

Lesson 3: Creating Flexible Queries

- Set Select Query Properties
- Create Parameter and Action Queries

Lesson 4: Improving Forms

- Create a Form Layout
- Restrict Data Entry in Forms
- Add a Command Button to a Form
- Create a Subform




Lesson 5: Customizing Reports

- Organize Report Information
- Formatting and Setting Report Control Properties
- Summarize Report Information
- Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document

Contact

 212-684-5151  nyc@careercenters.com  www.careercenters.com