GM COMPUTER TRAINING

Access Orientation

1. Starting Access 2003
2. Opening An Existing Database
3. The Access 2003 Database Screen
4. The Database Window
5. Working With Database Objects
6. Using Menu Commands
7. Using Keyboard Shortcuts
8. Exiting From Access 2003

Database Theory

1. Understanding Databases
2. How Access Stores Data
3. Spreadsheets Versus Databases

Database Design

1. Designing A Relational Database
2. Scoping The System
3. Determining The Inputs
4. Normalising A Table
5. First Normal Form
6. Second Normal Form
7. Case Study
8. Third Normal Form

Creating Relational Databases

1. Creating A New Database File
2. Access 2003 Data Types
3. Creating A New Table
4. Changing Field Properties
5. Creating A Table From A Shortcut
6. Creating A Table With Numbers And Currency
7. Assignment – Creating Tables

Setting Table Relationships

1. Understanding Table Relationships
2. Accessing The Relationships Window
3. Table Joins In The Alpheius Case Study
4. Creating Table Joins
5. Assignment – Creating Relational Joins
6. Editing An Existing Relationship
7. Printing Table Relationships

Adding Relational Records

1. Adding Records In A Table
2. Adding Records Using An AutoForm
3. Assignment – Adding Records
4. Data Entry Key Violations
5. Data Integrity Violations

Importing Records

1. Importing From A Spreadsheet
2. Importing From A Text File
3. Backing Up A Table
4. Importing And Key Violations
5. Deleting An Unwanted Table
6. Data Integrity And Importing

Working With Records

1. Navigating In A Table
2. Editing A Record
3. Deleting A Record
4. Deleting Several Records
5. Finding And Replacing
6. Undoing An Error
7. Compacting A Database
8. Printing Records
9. Assigning A Sub Datasheet
10. Working With Sub Datasheets

Relational Queries

1. Relational Queries – How They Work
2. Queries For Viewing Data
3. Creating A Query Design
4. Selecting Fields For The Query Grid
5. Different Views Of A Query
6. Adding More Tables To A Query
7. Modifying Fields In A Query
8. Selecting Records Using A Query
9. Running A Query From The Database Window

Relational Select Queries

1. Creating AND Queries
2. Clearing The Criteria From A Query
3. Selecting Numeric Data
4. Selecting Dates In A Query
5. Creating OR Queries
6. Using A Range Expression
7. Selecting Opposite Values
8. Using Wildcards
9. Problem Selects

Creating Forms

1. Forms – How They Work
2. Creating A Single Table Form
3. Working With A Form
4. Creating A SubForm
5. Creating A Linked Form

Creating Reports

1. Reports – How They Work
2. Creating A Single Table Report
3. Previewing A Report
4. Creating A Multi-Table Report
5. Creating A Report From A Query

1 DAY DURATION