



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Access (Introduction to Intermediate)

Overview

This two-day course is designed to help delegates create a basic database and create links between the various tables.

Objectives

- Understanding what a Database is
- How to design tables and set data types
- Create Input Masks & Validation Rules
- Create & Edit Forms
- Importing & Exporting Data from and to Microsoft Excel
- Create Relationships between Tables
- Create & Edit Reports

Course Prerequisite

MS Excel (Intermediate)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Any person who need to design an internal database system for their staff. This will ensure that data is captured correctly.

Course Outline

This course consists of the following 8 modules

Module 1	What is Microsoft Access?/What is a Database?/Database Terminology/Creating a Blank Database/Creating a database using the Database Templates/The Ribbon/Saving, Closing & Opening a Database/Understanding the Database Window/Operating Modes/Object Properties.
Module 2	Creating Tables using the Table Wizard/Creating a Table from Scratch/Understanding Data Types & Formats/Setting the Primary Key/Editing Tables/Working in the Datasheet/Finding Records/Using the Find & Replace/Filter & Sort Tables/Create Attachment Fields/Create Hyperlink Fields.
Module 3	Understanding Field Formats/Editing Field Attributes/Setting Value Limits using Validation Rules/Setting Default Values/Creating Required Fields/Understanding & using Input Masks/Defining Indexes/Creating Lookup (Drop-down) Fields.
Module 4	Understanding & Creating Forms/Creating a Standard Form/Creating a Multiple Items Form/Creating a Split Form/Using the Form Wizard to create Customised Forms/Editing Forms/Changing the Tab Order/Searching & Filtering Data in the Form/Using Calculated Fields in a Form.
Module 5	Understanding & Creating Queries/Creating Queries using the Query Wizard/Viewing Query Results/Creating a Select Query/Sorting Query Results/Use Criteria in a Query to Filter Data/Using Multiple Criteria in a Query to Filter Data/Understanding the AND/OR Filter Criteria/Creating Calculation Queries/Understanding & Creating Action Queries/ Create Parameter Queries to Prompt for Filter Criteria.
Module 6	Importing & Exporting Data/Exporting Data to Excel/Importing Data from Excel/Exporting Data to a Text File or to Microsoft Word/Importing Access Objects from other Access Databases.
Module 7	Understanding Database Relationships/Understanding Primary & Foreign Keys/Creating Simple Relationships/Creating Complex Relationships/Understanding Referential Integrity/Viewing Subdatasheets.
Module 8	Creating Reports/Creating AutoReports/Creating Reports using the Report Wizard/Modifying the Layout of a Report/Adding Subtotals to a Report/Using Calculated Fields/Printing Reports.

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire