

# MS Access 2000 Intermediate

## A One-Day Training Course

### Course Aims

This intensive course is designed to give existing Access 2000 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when processing data with Access. This entirely 'hands on' course will give participants experience in producing database applications and the ability to create a variety of data views, queries and reports.

### Course Outline

#### *MS Access 2000 Intermediate*

- Year 2000 Best Practice

#### *Database Design*

- What is a Relational Database?
- Primary and Foreign Keys
- Relationships

#### *Using Field Properties for Protection*

- Required
- Default Value
- Input Mask
- Validation Rule and Validation Text
- Lookups

#### *Table Relationships*

- What is a Relationship?
- Relationship Types
- Creating and Editing Relationships
- Using Lookups for Referential Integrity
- Multi-table Datasheet View

#### *Queries*

- Multi-table Queries; Calculated Fields
- Adding a Calculated Field to a Query
- The Expression Builder
- Calculating Summary Information
- Crosstab Queries; General Query Properties
- Checking Referential Integrity

#### *Forms*

- What is a Form?
- Form Sections
- Form Controls
- Form Control Layout
- Using Form Controls
- Control Properties
- Control Wizards
- Multiple Table Forms

#### *Reports*

- Using Report Wizards as the Basis for Reports
- Report Sections
- Report Controls
- Report Control Layout
- Using Specific Controls
- Publishing Datasheet Views on the Internet
- Adding Hyperlinks to Datasheet Views
- Adding Hyperlinks to HTML Pages

#### *Access Tools*

- Importing from Other Data Sources
- Importing Data Using Drag-and-Drop
- Backing Up and Restoring a Database
- Compacting and Repairing a Database

### Target Audience

Existing users of MS Access 2000 who want to get grips with some of the more advanced features of this package as quickly as possible.

### Assumed Knowledge

A basic understanding of PCs, Windows 95/98/NT and MS Access 2000 is required, gained from previous experience or by attendance on an "MS Access 2000 Introduction" training course.