

Access 2000 - Intermediate DCA

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 9:30am - 5pm
Pre-requisites: The delegate should have attended the Introductory course, or have gained similar knowledge in the workplace	
Objectives: At the end of the course, the delegate will be able to: Understand relational databases • Use field properties • Create table relationships • Work with different types of queries • Understand and use form controls and design multi-table forms • Design reports and include hyperlinks • Use Access tools	

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

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode ACCI2KDCA

