Microsoft Access 3

Overview

For anyone seeking to create a relational database with a user-friendly customised interface.

On completion of this course delegates will be able to:

- ✓ Automate using macros
- ✓ Produce a customised interface to facilitate using the database.

Course Content

Database Design

- design and develop databases and data models – Normalisation and Entity Relationship Diagrams
- Importing data tables into an Access database
- Linking data tables into an Access database
- Database tools and utilities

Special Queries

- Find duplicates query
- Find unmatched query
- Crosstab query

Creating Macros

- Using the Macro Builder
- Macro actions and arguments
- Running macros Using Macros
- Assigning macros to form event properties
- Creating conditional macros
- Using sub macros

Creating and Using a Switchboard

- Customising start up options for enabling switchboard use