

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Access 2024

Learn to design, build and maintain Access databases, from tables and queries to forms, reports and macros.

15

MODULES

79

TOPICS

COURSE OVERVIEW

This course covers the Access interface, database design fundamentals and normalisation, followed by creating and working with tables, queries, forms and reports. It continues with relationships and referential integrity, importing and linking data from external sources, and more advanced form and report design including subforms, sub reports and application parts. Later modules cover macros and completing a desktop application, including navigation forms, splitting the database and distributing the front-end database.

WHO THIS COURSE IS FOR

Database Developers

Office Administrators

Business Analysts

Data Entry Clerks

Report Designers

LEARNING OBJECTIVES

- Explain the Access interface, ribbon and navigation pane
- Apply database design principles and normalisation
- Build tables using data types and design view
- Develop select, parameter and action queries
- Design forms using layout view, design view and wizards
- Create reports with grouping, sorting and sub reports
- Configure relationships and referential integrity between tables
- Implement macros and build a navigation-based desktop application

15 Modules, 79 Topics

01

Quick Overview of the Access Interface

TOPICS

Access Ribbon · Quick Access Toolbar · Object Navigation Pane · Access Work Surface · Object Overview · Process Overview · Creating a Database using a Wizard

02

Fundamentals

TOPICS

Questions to ask before You Start · Approaches to Database Design · Gather Information · A Few Words about Naming Conventions · Normalization · Table Relationships

03

Tables and Their Views

TOPICS

Definition and Purpose · Datasheet View · Design View

04

Tables

TOPICS

Creating an Access Database · Data Types · Create a Table in Design View

05

Queries

TOPICS

Queries · Select Queries · Select Queries and Criteria · Logical Operators · Group Total with Queries

06

Forms

TOPICS

Forms · Alter a Form · Form Record Navigation · Layout View and Design View · One-Click Forms · Form Wizard

07

Reports

TOPICS

Reports · Report Wizard

08

Optional: Databases and Access Terms

TOPICS

Database Defines · Databases Vs Spreadsheets · Access Vs Excel · Relational Database Defined · RDBMS Defined · Creating a Relationship · Benefits and Limitations of Access

09

Relationships

TOPICS

Review · Referential Integrity · Relationships · A Few Words About Naming Conventions

10

Queries

TOPICS

Query Design View · Review of Select Queries · Review of Select Queries with Criteria · Logical Operators · Parameter Queries · Action Queries

11

Tables Functions

TOPICS

Importing Data · Linking Tables from External Sources · Import Tables from Other Data Sources · Tables from Templates and Application Parts

12

Forms

TOPICS

Design View · Formatting · Tab Order · Create Forms with Application Parts · Creating a Subform · Alter a Form

13

Reports

TOPICS

- Design View
- Report Sections
- Arranging Fields on a Report
- Resizing the Detail Section
- Grouping and Sorting
- Setting Properties on a Report
- Special Report Fields
- Controls
- Sub Reports
- Application Parts
- Deleting a Report
- Formatting a Report

14

Macros

TOPICS

Macro Basics · Running a Macro

15

Completing the Desktop Application

TOPICS

- The Navigation Form
- Running Macros from a Navigation Form
- Setting the Navigation Form as the Default Form
- Splitting the Database
- Distributing the Front-End Database
- Database Maintenance

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com