

Access – Building Skills MS Office Relational Database

Course Duration 3 hours

Aim

This course aims to extend users basic knowledge and allows the use of relational features in database design.

Prerequisites

Completed Access – Getting Started or equivalent experience

Topics

- ▼ Introduction to Relational Databases
- ▼ Eliminate duplicate and/or redundant data
- ▼ Import and link tables
- ▼ Establish relationships
- ▼ Design and create a relational database
- ▼ Set field properties
- ▼ Create queries to combine tables
- ▼ Use filters and sorting
- ▼ Advanced calculated fields with parameters in queries
- ▼ Design more complex reports with Report Wizard
- ▼ Modify the design of a report
- ▼ About designing master/sub forms with Form Wizard
- ▼ Create a combo box, list boxes and option groups
- ▼ Create macros

