

## MICROSOFT ACCESS 2000- Level 1

### **Pre requisite:**

Familiarity with windows. Familiarity with Excel is desirable, but not mandatory.

### **Learning outcome**

List the advantages of Computerizing data  
Need for a DBMS  
Explain concept of tables  
Understand Front End and backend  
Creating tables  
Sorting and filtering  
Work with constraints  
Field, Table Properties and Validations  
Add modify and delete records  
Changing structure of table.  
Relationships Joins and simple queries.  
Introduction to SQL using Access Queries

### **Course Contents**

An Introduction to Databases  
Working with Access environment  
Database and Table design  
Data Validations  
Queries  
Relations  
Views

## MICROSOFT ACCESS 2000- Level 2

### **Pre requisite:**

Familiarity with MS-Access. Concept of DBMS and MS Access is required.  
Course Level 1 is ideal.

### **Learning outcome**

At the end of the course the participant will be in a position to

- Write different types of Queries using Access 2000 and SQL
- Learn Topics in Form Design and Usage
- Increase efficiency by using Sub Forms
- Control Database growth with different types of Relationships
- Learn Topics in Report Design
- Understand concepts of Macros in Access 2000
- Building user interfaces
- Managing multiple forms

### **Course Contents**

- Different types of Relationships
- Master Detail Tables and Forms
- Data Manipulation with Action Queries
- Different types of Select & Parameter Queries
- Total and Cross Tab Queries
- Enter and View Data using Forms
- Update Database using Forms
- Focus on specific data using Sub Forms
- Summarize data by creating Detail Report using Report Wizard
- Explore and Customize Report Designs
- Summarize data by creating Group Report and Parameter Report
- Create Menus in Access using Macros
- Enhance Application using Control & Modal Forms