

## COURSE OUTLINES

### *Ms Access 2003*

#### **Learning outcomes:**

At the end of the course the participant will

- ✓ 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
- ✓ 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:**

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