



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has used Access before to create a simple one to many relational database. (This course does not cover programming.)

Requirements

Delegates must be confident in using Access to at least our essentials level. For example, creating tables, creating a one to many relationship, creating queries, reports and forms that view information across more than one table (see our Access Essentials outline).

Aim

By the end of the course, you will be confident in creating a more user friendly and automated database.

What will I learn?

In particular you will be able to:

- Create a many to many relationship
- Create a user friendly form based on a many to many relationship
- Create a list of choices for keying and viewing information
- Create a form with tabs on to view lots of information easily
- Use features like command buttons and macros to automate your forms

- Create automated forms to run reports and queries
- Create a menu system for your database to make it more user friendly

Time Table

Session 1

- Planning your Database
- Recap on One to Many Relationship
- Introduction to Many to Many Relationship
- Recap on Primary and Foreign Keys
- Creating a Many to Many Relationship and Query

Session 2

- Hierarchy of Objects in an Access Database
- Creating Main and Sub Forms for use with Many to Many Relationships – from both sides.

Session 3

- Combo Boxes
- Field Properties
- Combo Boxes using more than one Field
- Combo Boxes to Find Records
- Command Buttons to View one Record in a Form

Session 4

- Creating a Tab Control
- Adding Pages
- Changing Page Names
- Moving Pages
- Moving and Resizing Tab Controls
- Changing the Style



Session 5

- Creating Macros for Command Buttons
- Creating Macros for Forms

Session 6

- Creating a Report that Selects its Criteria from a Drop Down List
- Creating a Report that Selects its Criteria from two Text Boxes

Session 7

- Creating a User Interface
- Starting your Database at an Opening Screen

Session 8

- Compact & Repair
- Data Separation
- Setting a Password for your Database



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com