



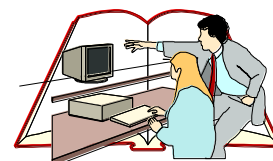
Designer Databases	Project Management	Skills Training
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Book I

# Microsoft Access Fundamentals

Version: 2007

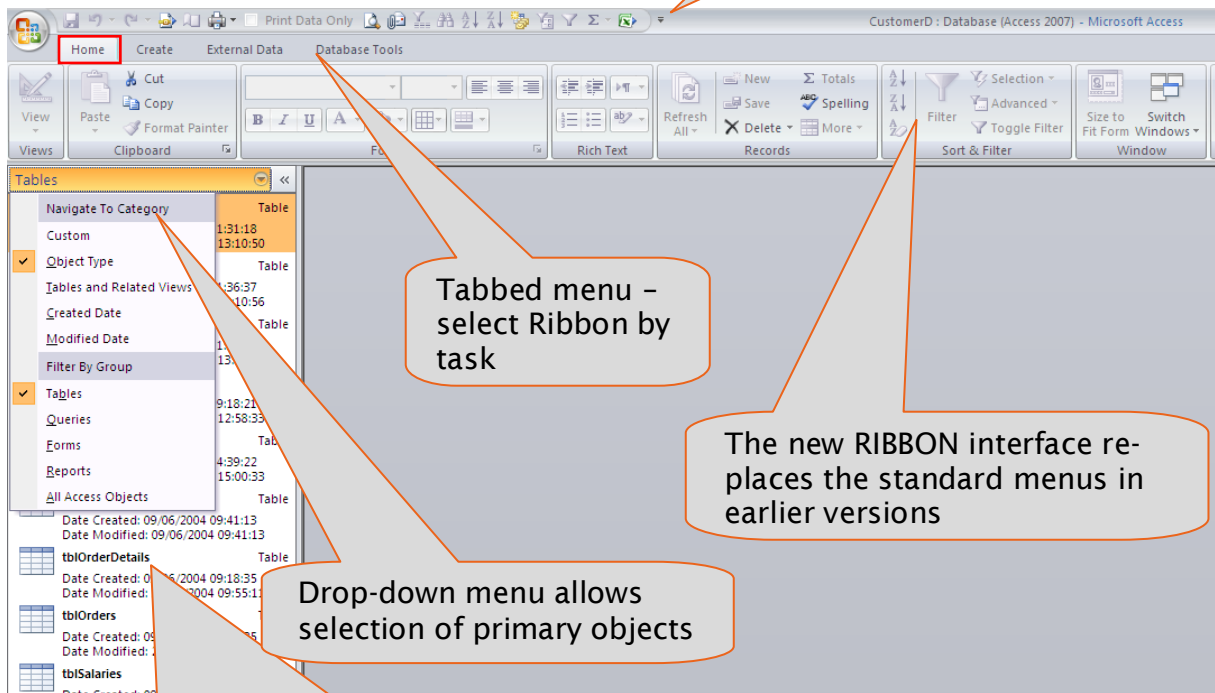
PO Box 634  
Rivonia 2128  
South Africa  
Fax: +2786-674-7675  
Cell: +2783 398 7918  
E-mail: [pj@mevaproduct.co.za](mailto:pj@mevaproduct.co.za)



Access Benefits
Rapid development tool
Highly customised corporate solutions
Ideal for specific workgroup / department information needs
Integrated to all Office programs
Most widely used db system in world
Many developers work with product
Low cost development vs. enterprise systems
Powerful report writer

Quick Access Toolbar - fully customisable

## The User Interface



Tabbed menu - select Ribbon by task

The new RIBBON interface replaces the standard menus in earlier versions

Drop-down menu allows selection of primary objects

**New**

The NAVIGATION PANE replaces the database window - lists all objects created in the current database. Objects can be grouped for quick retrieval. Right click the Object Bar (Orange) and add the SEARCH menu item. Look for 'qryab...' or 'qryT...' for example.

## SCOPE

Manual Conventions

History

Relational Databases

Access Communicates

Evolution

ACCESS - Benefits And Limitations

Terminology

Terms to Remember

Useful shortcuts

Access File Types

Be Comfortable

A Relational Database - Defined

Getting Started

THE NEW USER INTERFACE

Access Options

Tabbed Navigation

**Access Tables**

Section objectives

Exercise T1 - laying the foundation

Indexing Fields

Exercise T2 - sub-datasheets

Table Normalisation

Enforcing a 1 → 1 relationship

Exercise T3 - set-up a 1 → 1 relationship

Resolving ∞ → ∞ relationships

Exercise T4 - exploring ∞ → ∞

Table Types

Tables Summary

**Access Queries**

Section Objectives

Select Queries

The QBE Grid

Exercise Q1 - single table queries, setting parameters

## From Text to Numbers

### Multi-Table Queries

Exercise Q2 - manipulating related data in queries

### Inner and Outer Joins

Exercise Q3 - understanding table joins

### Action Queries

### Append (Insert) Queries

Exercise Q4 - moving data between tables

### Delete queries

Exercise Q5 - clean up the database

### Update queries

Exercise Q6 - change data to reflect new conditions

### Make Table Queries

Exercise Q7 - add tables on-the-fly

### Specialised Queries

### Crosstab Query

Exercise Q8 - viewing data in summarised form

Exercise Q9 - viewing data by month, quarter or year

### Introducing DateSerial()

Exercise Q10 - controlling dates

### Union Queries - an introduction to SQL

Exercise Q11 - bring similar data together

### Review Questions - Queries

## Access Forms

### Section Objectives

### New Data Types

Exercise TF1 - Using The New Features

### Principles of form design

Exercise F1 - Letting Access do the work

a) Producing an automatic form

b) The Form Wizard

Exercise F2 - manipulating controls in forms

Exercise F3 - design a form from scratch

Exercise F4 - Forms and their properties

## **Form Properties**

### **Adding unbound controls**

Exercise F5 - to bind or not to bind

Exercise F6 - reduce user input

## **Add a Bar Code**

Exercise F7 - a bar code is simply a font

## **Option Box Control**

Exercise F8 - another activeX control

## **Retrieving data from other tables**

Exercise F9 - using built-in functions

## **Useful Buttons**

Exercise F10 - creating buttons

## **Fixing the Tab Order**

Exercise F11 - putting the form on the straight and narrow

## **Conditional Formatting**

Exercise F12 - always know where you are

## **Creating Sub-Forms**

Exercise F13 - 1 → ∞ form design

Exercise F14 - prepare a continuous form

## **A question of style**

Exercise F15 - prepare to tab around

Exercise F16 - offer users exactly what's needed

## **Navigation with unbound forms**

### **Setting up menus**

Exercise F18 - point everyone in the right direction

Exercise F19 - useful one liners

## **Pivot Tables and Pivot Charts**

Exercise F21 - a powerful charting tool

## **Review Questions – Forms**

**Using Outlook to collect Data**

**Compatibility Issues between Access 2007 and 2010**

## Microsoft Sharepoint and Access Limitations of Migration

### Access Reports

#### Section Objectives

Exercise R1 - We Use Databases; For Output

#### Report Properties

#### Adding Sub-Reports

Exercise R2 - 1 → 1 reporting

#### Report Options

Exercise R3 - export to other file formats

#### Grouping Information in Reports

Exercise R4 - sensible grouping

#### Adding Calculated Controls to Reports

Exercise R5 - get the numbers right

#### Adding a Chart to a Report

Exercise R6 - from summary data to a chart

#### A useful report wizard

Exercise R8 - print labels

#### Review Questions - Reports

### Access Macros

#### Section Objectives

Exercise M1 - make a splash

Exercise M2 - automate the database open routine

Exercise M3 - alternative solution

#### Using macros to control and automate forms

Exercise M4 - don't let mistakes happen

Exercise M5 - debugging a macro

#### Review Questions - Macros

#### Linked Table Manager

#### Startup Parameters

#### Make an accde file

#### Compacting

#### Encryption

## More Access Tools

### Tools and wizards

### Further Study

#### Potential on-line students – please read following:

The course is designed to ensure a complete understanding of how relational databases work and how they provide productivity benefits to companies large and small.

We manipulate data using queries, provide user input via forms and write complex reports against which decisions can be taken.

The course package contains:

- A CD with the student work exercises
- Completed exercises with answers for later reference
- Lots of background information listed by topic; queries, forms, reports etc.
- Service packs and bug fixes when available
- A 140 page manual containing all work activity

*Free follow-up e-mail support for 1 month starting 7 days after shipment.*

**Cost:** US\$ 199.00 plus p&p

**Language:** English

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