

Introduction to Databases (Microsoft Access 2002)

Level 2

Course Information:

1. Validating Data

1. Data Validation Overview
2. Default Values
3. Required Fields
4. Validation Rules And Text
5. Creating A Look-Up
6. Testing The Validations

2. Creating Relational Queries

1. Querying Overview
2. Creating A Query Design
3. Understanding The Query Design Window
4. Selecting Fields For Output
5. Adding Tables To A Query
6. Working With Fields In A Query Grid
7. Selecting Records
8. Saving And Reusing A Query
9. Modifying A Saved Query

3. Select Queries

1. Overview Of Select Queries
2. Creating AND Queries
3. Creating OR Queries
4. Creating Ranges
5. Opposite Values
6. Using Wildcards
7. Problem Selects

4. Calculated Fields

1. Calculated Queries Overview
2. Formatting Calculations
3. Calculating Across Two Tables
4. Calculating Dates
5. Using Criteria In Calculations
6. Concatenating String Fields

5. Parameter Queries

1. Overview Of Parameter Queries
2. Creating A Parameter Query
3. Displaying All Records
4. Using Parameters To Display A Range Of Records

5. Nominating Specific Data Types

6. Using Parameters In Expressions

6. Creating Forms

1. Overview Of Forms
2. Creating A Single Table Form
3. Working With A Form
4. Creating A SubForm
5. Creating A Linked Form

7. Creating Reports

1. Overview Of Reports
2. Creating A Single Table Report
3. Previewing A Report
4. Printing A Report
5. Creating A Multi Table Report
6. Creating A Query For A Report
7. Creating A Report From A Query

8. Creating A Menu System

1. Overview Of Menus
2. Accessing The SwitchBoard Manager
3. Creating Subsidiary Menus
4. Creating Menu Items
5. Linking The Menus
6. Modifying The Menus
7. Changing The Startup

Bay Connect Bundaberg

Level 1 Volunteer House,
78 Woongarra Street
PO Box 1097
Bundaberg QLD 4670
Ph: (07) 4151 6644
Fax: (07) 4151 5054

Email: info@widebayvolunteers.org.au
Web: www.widebayvolunteers.org.au

COURSE BOOKING POLICY

A FULL FEE or 50% DEPOSIT must be paid at time of booking. Corporate clients paying via account must send a purchase order in order to place booking. No course booking will be accepted without payment, deposit or purchase order. (with exception to Mouse and Keyboard Fundamentals)