



MICROSOFT ACCESS INTERMEDIATE

Course ID : MSA-L11



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Duration: 2 Day

(6 Hours) 09:00 AM – 04:00 PM



Price: Call (In-house training only)

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course provides comprehensive training in database creation with Microsoft Access, suitable for beginners through intermediate users. Participants will gain an overview of Microsoft Access, including foundational database design, table creation, queries, forms, and reports. The course features hands-on workshops to reinforce learning, making it ideal for those seeking to build a strong foundation and progress to advanced system development.

Objectives

1. Designing simple databases with Microsoft Access
2. Understanding the capabilities and functions of Microsoft Access
3. Creating databases by designing tables, specifying data types and field properties, and establishing relationships between tables
4. Selecting and creating various types of queries tailored to specific requirements

Objectives

5. Developing calculation formulas and referencing fields or controls using the Expression Builder
6. Building forms to access data from tables or queries
7. Generating and customizing reports independently
8. Grouping and sorting data within reports
9. Developing simple applications using queries, forms, and reports

Target Audience

1. Individuals seeking structured and systematic data management
2. No prior experience with Microsoft Access is required

Prerequisites

1. Basic proficiency in using web browsers
2. Ability to work with Microsoft Office applications

System Requirements

1. Windows 11 or Windows 10
2. Microsoft Access | Microsoft 365

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Introduction to Microsoft Access

- Exploring the benefits and applications of Microsoft Access
- Reviewing the components (Objects) of Microsoft Access
- Creating database files with Microsoft Access

2. Fundamentals of Database Design

- Understanding the basic concepts of relational databases
- Outlining the steps in database design
- Reviewing database design examples

3. Table Creation

- Understanding tables and their functions
- Exploring methods for creating new tables
- Importing or linking data from Microsoft Excel
- Creating and defining fields
- Setting data types and field properties
- Defining primary keys

4. Establishing Table Relationships

- Identifying types of relationships between tables
- Understanding the importance of creating relationships
- Enforcing referential integrity
- Creating and modifying relationships



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

5. Query Creation

- What is a Query?
- An introduction to the concept and purpose of queries in Microsoft Access
- Types of Queries
- Crosstab Query

- Calculates values based on the relationship between rows and columns
- Example: Analyzing sales figures for product A across each quarter of the year
- Select Query
 - Retrieves data from tables according to specified criteria
- Make-Table Query
 - Creates a new table for storing data that meets specific conditions
- Update Query
 - Modifies data in a table based on defined criteria
 - Example: Increasing the unit price by 10% for items purchased from company A
- Append Query
 - Adds data to a table from another query or table
 - Example: Adding target customer records for email campaigns to a designated table, with data sourced from another table or query
- Delete Query:
 - Removes data from a table according to specified conditions
 - Example: Deleting sales records from previous years
- Exploring query tools:
 - Totals: Functions for summarizing data, such as SUM, COUNT, and AVERAGE
 - Sort: Tools for sorting data in ascending or descending order
 - Expression Builder: Helps create expressions (e.g., calculation formulas using built-in functions) and simplifies referencing field or control names

6. Form Creation

- Exploring form creation tools:
 - Form Tool
 - Split Form Tool
 - Multiple Items Tool



DAY 2 Afternoon Session

1:00 PM – 4:00 PM

- Using the Form Design Tool
- Selecting and applying tools to display data in the desired format
- Configuring form properties to control behavior and appearance
- Understanding common controls and their functions within forms
- Configuring control properties to optimize data entry and display
- Using the Control Wizard for simplified creation of buttons and other controls (e.g., a Close Form button)
- Performing calculations within forms using the Expression Builder, particularly through TextBox controls
- Managing data via forms, including adding new records, deleting existing records, and editing data

7. Report Creation

- Understanding what a report is
- Creating reports using the Report Tool
- Adjusting control sizes in reports
- Displaying report sections

- Grouping and adding data groups in reports
- Sorting data in reports
- Creating totals for groups or report footers
- Creating reports using the report wizard

8. Guidelines for Developing Simple Applications

- Creating a main form
- Building forms to open reports based on conditions
- Case study: Using Update Query and the Expression Builder



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