

INTRODUCTION TO MICROSOFT ACCESS COURSE OUTLINE

Pre-requisites

An Introduction to PC's and a familiarity with Windows is essential.

Objectives

At the completion of this course the participant will be able to:

- Design and create a database
- Create tables
- Determine table fields
- Maintain data in tables
- Design and create queries
- Use queries to maintain data
- Apply criteria to a query
- Apply other components to a query
- Create forms using Wizards
- Create form controls
- Change control properties
- Use filters
- Create Reports using Wizards
- Create Report controls
- Change control procedures
- Print Reports

Duration

Two Days - 9am-4pm

Please complete the Self Assessment Questionnaire following if you are unsure as to which level you need to attend. Eg: Introduction or Advanced



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Pre-Course Self Assessment Microsoft Access

The information provided will assist us in assessing the level of the Microsoft Access training course suited to your requirements. If you need any assistance in deciding on which course to attend, you can email this form back to as an attachment to support@caman.com.au or alternatively you can print it out and fax it back to us on (08) 9470 9955.

Name: _____

Do you currently use a Microsoft Access? **Yes** **No**

What tasks do you currently use Microsoft Access For?

Which Tasks Can You Perform Proficiently:

	Tick if Can Do	Do You Need to be Able to?	
		Yes	No
<i>Introduction</i>			
Design and create a database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine table fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain data in tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design and create queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use queries to maintain data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply criteria to a query	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply other compounds to a query	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Forms using Wizards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create form controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change control properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Reports using Wizards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Report Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change control procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Which Tasks Can You Perform Proficiently:

Advanced

	Tick if can do	Do You Need to be Able to?	
		Yes	No
Split the tables from a database file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create action queries to make tables, and update, append and delete records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create aggregated queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand table and query relationships and how they affect the integrity of your data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and maintain multiple copies of a database file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a data access page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create data access pages using the Design View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect your database files against unauthorized access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completely secure a database file and its objects so that unauthorised access is prevented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create simple macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use conditions in macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a macro from an option group to provide instant filtering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write a simple procedure in VBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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