

This course covers the following topics (any items marked with a * will be covered if time allows):

<p>Designing a database</p> <ul style="list-style-type: none"> Identifying the tables What are relationships? Setting a primary key Using multivalued fields 	<p>Creating queries</p> <ul style="list-style-type: none"> The query design grid Sorting Setting criteria Combining criteria 	<p>Advanced controls (*)</p> <ul style="list-style-type: none"> Multitabs Webbrowser controls Navigation bars
<p>Creating tables</p> <ul style="list-style-type: none"> Defining fields The types of field Entering data 	<p>Advanced queries</p> <ul style="list-style-type: none"> Grouping and totalling Creating expressions Parameter queries 	<p>Creating reports</p> <ul style="list-style-type: none"> Using the report wizard The group, sort and total pane Report design
<p>Different field types</p> <ul style="list-style-type: none"> Creating attachments Rich text format fields Date fields (using calendars) Calculated fields 	<p>Joins</p> <ul style="list-style-type: none"> Creating ad hoc joins Types of join 	<p>Creating subforms</p> <ul style="list-style-type: none"> Multiple item forms Creating subforms Tidying up subforms
<p>Importing data</p> <ul style="list-style-type: none"> Importing from Excel Making tables from Excel 	<p>Crosstab queries (*)</p> <ul style="list-style-type: none"> Columns, rows and values Overriding column headings 	<p>Basic VBA coding</p> <ul style="list-style-type: none"> Creating modules Using Project Explorer Writing comments Indenting code
<p>Table rules (*)</p> <ul style="list-style-type: none"> Record-level validation Basic triggers 	<p>Action queries (*)</p> <ul style="list-style-type: none"> Making tables Updating records Appending records Deleting records 	<p>Uses of VBA</p> <ul style="list-style-type: none"> Form validation Criteria forms A simple menu system
<p>Drawing relationships</p> <ul style="list-style-type: none"> Creating relationships Referential integrity 	<p>Creating forms</p> <ul style="list-style-type: none"> Layout and design view Using the form wizard Split forms Creating controls 	

There will be no more than 6 people on the course. All of our public (scheduled) courses include lunch at a local restaurant. For more information, see www.wiseowl.co.uk/courses/microsoft-access-developers.htm.