

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

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|---|---|--|
| <b>Designing a database</b> <ul style="list-style-type: none"><li>• Identifying the tables</li><li>• What are relationships?</li><li>• Setting a primary key</li><li>• Using multivalued fields</li></ul> | <b>Creating queries</b> <ul style="list-style-type: none"><li>• The query design grid</li><li>• Sorting</li><li>• Setting criteria</li><li>• Combining criteria</li></ul> | <b>Creating forms</b> <ul style="list-style-type: none"><li>• Layout and design view</li><li>• Using the form wizard</li><li>• Split forms</li><li>• Creating controls</li></ul> |
| <b>Creating tables</b> <ul style="list-style-type: none"><li>• Defining fields</li><li>• The types of field</li><li>• Entering data</li></ul>   | <b>Advanced queries</b> <ul style="list-style-type: none"><li>• Grouping and totalling</li><li>• Creating expressions</li><li>• Parameter queries</li></ul>               | <b>Creating reports</b> <ul style="list-style-type: none"><li>• Using the report wizard</li><li>• The group, sort and total pane</li><li>• Report design</li></ul>               |
| <b>Drawing relationships (*)</b> <ul style="list-style-type: none"><li>• Creating relationships</li><li>• Referential integrity</li></ul>   | <b>Joins (*)</b> <ul style="list-style-type: none"><li>• Creating ad hoc joins</li><li>• Types of join</li></ul>  |  |

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-queries.htm](http://www.wiseowl.co.uk/courses/microsoft-access-queries.htm).