

Microsoft Access Training: Tables, Queries & More (ACCBAS, 3 jours)

Description

The course Tables, Queries & More (Microsoft Access Training) provides a solid introduction to creating tables and writing SQL queries. Participants learn to define table columns using Access standard data types and validation rules. Normalized data tables are created and targeted using all available MS Access query types. The 50:50 theory to practice ratio helps you understand how to design and implement data models using MS Access.

Tarifs

- Tarification: \$2,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

About Microsoft Access

Understanding MS Access Database Components
Setting up the Environment
The Structure of an Access Solution
About Data Normalization
About Queries and Reports
About User Forms
About Macros and Code
Putting it All Together
Exercise: The components of a Microsoft Access solution

Creating Tables

About the Design of a Database
The Importance of Data Normalization
Creating Tables
Choosing Field Types
Working with Dates and Currencies
Implementing Domain Integrity: Checks and Defaults
Implementing Primary Keys
Implementing Foreign Keys
The Importance of Indexing
Exercise: Creating a normalized table structure

Writing Single Table Queries

Writing Single Table Queries
Filtering and Sorting Data
Working with Calculated Fields
Formatting Outputs
Using Built-In Functions
About Grouping Data
Calculating Aggregate Data
Writing SQL Queries Manually
Exercise: Writing useful data queries

Writing Multi-Table Queries

Understanding Joins and Join Types

Performing an Inner Join

Performing an Outer Join

About Sub-Queries

About Correlated Sub-Queries

Writing Multi-Table Queries Manually

A Few Performance Considerations

Exercise: Retrieving related data elements

Building Reports

Report Basics: Linking Reports and Queries

Creating Enterprise Reports: Header, Footer and Data

Displaying Records in a Report

Grouping Data

Displaying Aggregate Data

Formatting the Report

A Few Useful Tips

Exercise: Building useful reports

Creating Forms

Form Basics: Creating a Workflow

Creating a Form and Linking it to a Query

Adding Display Controls

Adding Input Controls

Adding User Interaction Controls

Validating Data Inputs

Implementing Behaviours through Macros

Launching Other Forms

Exercise: Creating user centric data forms

Working with Macros

Macro Basics

About the Macro Editor

Creating Basic Macros

Manipulating Forms in Macros

Working with Data in Macros

Creating Automation Macros

Exercise: Creating macros that support your needs

Writing Custom Code

About Modules and Class Modules

Creating Support Functions

Working with Strings

Working with Numbers

Implementing Conditional Logic

Calling Native Access Functions and Procedures

Exercise: Writing useful functions

Working with Class Modules

The Need for Objects

Creating a Class Module

Creating Properties

Creating Methods

About Object Initialization and Termination

Using Objects to Implement Custom Behaviours

Exercise: Creating Support Obejts

Coding Forms

Adding Code to Forms

Implementing Custom Form Behaviours

Creating Master – Detail Forms

Loading Default Forms

Controlling the User Experience through Code

Exercise: Creating Data Access Forms