



Course outline - Access 2000 Introduction
CTAC20-10

Duration 2 days

Overview

This course will introduce the user to databases and Access.

Recommended for

Staff who want to create a simple database for storing information.

Prerequisites

Attendance on course *Introduction to Windows (CTWN10-10)* or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard efficiency.
- Experience in using a mouse

Objectives

At the end of the training the delegate will be able to successfully:

- Understand the function of a database and the computer terminology associated with it.
- Create a new, blank database.
- Use tables to store, organize, and view data
- Use filters to restrict the view of data to match a specification
- Create, edit and format forms to view data, enter data, or edit records
- Produce, Edit and format reports on the database with the Report Wizard
- Create and run selection queries to analyse the data.

using the documentation and support provided.



Course outline - Access 2000 Intermediate
CTAC20-20

Duration 2 days

Overview

This course will expand on basic skills and allow the user to create more sophisticated databases and reports.

Recommended for

Staff who need to create complete database systems containing multiple, related tables and forms, queries and reports.

Prerequisites

Attendance on **Clearer Thoughts** course *Access 2000 Introduction (CTAC20-10)*, or equivalent knowledge and skills namely:

- Use tables
- Create and use filters
- Define selection queries including and, or and parameters
- Design and use forms based on single tables
- Design and use list and grouped reports
- Design and create a simple database having one table or more than one unlinked tables.

Objectives

At the end of the training the delegate will be able to successfully:

- Understand and define data relationships and maintain referential integrity.
- Understand and use advanced table properties including formatting text fields and their properties.
- Create multi-table and summary queries
- Enhance existing forms and reports.
- Use advanced features of forms including controls and properties, main and sub forms and tab order.
- Produce grouped reports.

using the documentation and support provided.



Course outline - Access 2000 Advanced
CTAC20-30

Duration 2 days

Overview

This course will extend the users knowledge of Access to allow them to increase the range of tasks possible, including elements of automation.

Recommended for

Staff who already have experience of working with Access but wish to extend their knowledge in order to create complete business systems.

Prerequisites

Attendance on **Clearer Thoughts** courses *Access 2000 Introduction* and *Intermediate (CTAC20-10 & CTAC20-20)*, or equivalent knowledge and skills namely:

- A thorough understanding of using and creating tables, forms and reports
- A good knowledge of selection and group queries
- A familiarity with the concepts of database design, including data relationships.

Objectives

At the end of the training the delegate will be able to successfully:

- Include hyperlinks to existing files, web Pages, locations and other objects in the database
 - Create a switchboard form offering a menu system of all the operations available in the database
 - Understand and use Action queries to update data when it is queried
 - Create, modify and reformat crosstab queries to summarise and analyse data
 - Understand and modify joins to alter data relationship in a database
 - Create arithmetic and function expressions to calculate new values based on stored data
 - Insert date functions to manipulate and analyse date information
 - Use macros to run a simple sequential application to automate functions.
 - Modify the start-up options for other users
 - Secure a database for single users and groups
- using the documentation and support provided.