

Microsoft Access for Database Management Course

Course Overview

Microsoft Access is a database management system that combines the relational database with a graphical user interface. In this course you will learn how to create a Microsoft Access database management project, beginning with database design, creating a new database, creating table to store data, making queries for searching data, building form and various types of controls for entering and displaying data, and creating report that can be printed out on a printer or saved as PDF file. You will learn how to create and run a macro, which is a tool that allows you to automate tasks and add functionality to your forms, reports, and controls.

You will learn how to import and export data from and to Microsoft Excel or other Access databases. This course is suitable for people working in all career fields, students and those who have never used to Access database before.

Course Length

12 Hours (Comprise 4 Sections, 3 hours per session)

Requirement

Basic Computer and Windows Usage

Software Used

Microsoft Access

Who is this course for

- This course is suitable for working people of all occupations.
- Students
- People who start learning Microsoft Access.
- This course can be learned with all versions of Access.

Instructor

Mr. Krit Udomjarumanee

Instructor of Microsoft Office courses

Education:

- B.Sc. Electrical Engineering, Prince of Songkhla University, Thailand
- MBA, Drexel University, Pennsylvania, USA

What you will achieve

- You will be able to create database management system that is suitable for your business.

Knowledge you learned can be applied to any type of business, whether your business is a small, medium to large - private sector or government sector.

Microsoft Access for Database Management (Course Outline)	
Session 1	<ol style="list-style-type: none">1. Introduction to Microsoft Access<ol style="list-style-type: none">a) Get to know Microsoft Access user interfaceb) Creating a new databasec) How to Open, Save and Close a databased) Introduction to Access objects2. Creating Table<ol style="list-style-type: none">a) Creating a first Tableb) Datasheet View and Design Viewc) Types of datad) How to determine the type of datae) What is Primary Key and Auto Numbersf) How to assign Primary Keys and Auto Numbersg) How to Sort and filter data in a tableh) How to Filter data in a tablei) How to use the Lookup Wizardj) How to lookup data without using the Lookup wizardk) Advanced Filtering methodsl) How to create a Relationship between tables
Session 2	<ol style="list-style-type: none">3. Searching for data with Query (Select Query)<ol style="list-style-type: none">a) How to create a query with Query Designb) How to create a query with conditional criteriac) How to define conditions for date and data range (Between...And...)d) How to use OR in a querye) How to create a Parameter Queryf) How to use TOTAL in a queryg) How to create a query using Query Wizard

	<p>4. Action Queries</p> <ul style="list-style-type: none"> a) How to create a new table using Make Table Query b) How to delete data in a table using Delete Query c) How to add data to a table using Append Query d) how to edit data in a table using Update Query <p>5. Creating a Form for entering and displaying data</p> <ul style="list-style-type: none"> a) How to create a form with Blank Form and Form Design b) How to use various types of Form Controls <ul style="list-style-type: none"> • Text Box, Label • Command Button • Combo Box, List Box • Check Box • Option Button, Option Group • Image • Tab control c) How to change Simple Form to Continuous Form d) How to create a Sub Form e) How to verify the correctness of the data entered in the control (Field Validation) f) How to create an Event for a button in a form g) How to create a form with Form Wizard
Session 3	<p>6. Creating Report</p> <ul style="list-style-type: none"> a) How to create a report with Blank Report and Report Design b) How to create Controls in a report c) Organizing and customizing reports d) How to calculate the sum of numbers in a report e) How to sort data in a report f) How to print a report g) How to create a report with Report Wizard

<p>Session 4</p>	<p>7. Creating Macro</p> <ul style="list-style-type: none"> a) How to create a macro b) Macro recording method c) How to run a macro d) How to assign a macro to a button <p>8. Data Import and Export</p> <ul style="list-style-type: none"> a) Import data from a text file b) Importing data from a Microsoft Excel worksheet c) Importing a database from another Access file d) Exporting data to a text file and PDF file e) Exporting data to a Microsoft Excel worksheet f) Exporting data to another Access file <p>Workshop: During class, students will have a chance to create a real-world database project from creating table, queries, forms, and reports.</p>
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