



NDA

TRAINING TASMANIA

nurture - develop - achieve

Access Advanced

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

Prerequisites

Those attending this course should be competent in Microsoft Access to the equivalent of the Access Introductory course offered by NDA.

Course Objectives

Upon completion of this course, attendees will be able to develop relatively complex database systems using Microsoft Access but without the use of programming.

Learning Outcomes

- Understand basic program concepts and commands
- Use advanced queries including action queries
- Use advanced form techniques
- Use advanced reporting
- Use correct system design for distribution
- Apply Access security
- Understand complex table relationships

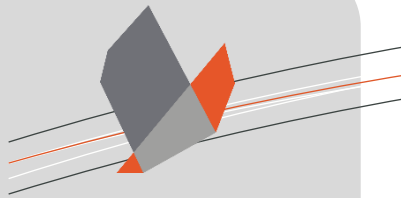
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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Access Advanced Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Naming Conventions
- Methodology Used in the Exercises

Advanced Table Design

- General Properties Sheet for a Text Field
- Field size
- Format
- Input mask
- Caption
- Default value
- Validation
- Required
- Allow Zero length
- Indexing

Advanced Queries

- Grouping and Statistics
- Calculations
- Crosstab Queries
- Join Properties
- Action Queries

Advanced Forms and Reports

- Form Properties
- Forms-Based Notation
- Queries
- Forms and Where Conditions
- Reports and Where Conditions
- Sorting and Grouping in Reports

Introduction to Programming

- What is Visual Basic?
- Where is VB Code Stored?

Documentation

- User Manual
- Online Help
- System Manual

Linking to External Data

- Linking a Table
- Front-End/Back-End Systems

Security

- Database Password
- ACCDE Files
- User Level Security
- The New Security Model

One-to-One Table Links

- What is a One-to-One Relationship?
- Why create a One-to-One Relationship?
- How does it Work?

Many-to-Many Relationships

- How a Many-to-Many Link is Achieved
- Creating a Composite Key
- How it Works