Technical Institute of America

Microsoft Access Course

Microsoft Access is a great database for small businesses or an excellent tool for data analysis in all businesses. The easy to use interface and feature pack, Microsoft Access is the industry leader in workgroup database software.

Our 2 day course is designed to teach users (either beginner or intermediate users) how to design, create, update, and maintain an access database. Our courseware was designed by expert users and instructors to match the real world scenarios.

Student's will learn:
- Database design concepts.
- Different types of relationships.
- How to create tables and determining data types.
- How to relate tables.
- How to create different types of Queries and when best to use them.
- Different criteria to use in queries for data analysis and reporting purposes.
- Creating and customizing forms for data input.
- Creating and customizing reports.
- How to import and export Access data.
- How analyze data using Queries, Pivot tables and reports.
- Creating an access application using the switchboard, macro's and modules.

Benefits to this course:
- Small classes.
- 100% hands on training. Every student gets his or her own computer to follow along.
- 2 Full days of training. 16 hours of total training time.
- Convenient location in Midtown Manhattan. 2 blocks from Penn Station.
- Expert instructor with more than 12 years of experience using and teaching Access.
- Free course retake within 6 months.
- Training Manual included in price.

Course Content

Lesson 1: Access Environment
Topic 1A: Examine Database Concepts
Topic 1B: Explore the User Interface
Topic 1C: Use an Existing Access Database
Topic 1D: Customize the Access Environment
Topic 1E: Obtain Help

Lesson 2: Designing a Database
Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose
Topic 2C: Review Existing Data
Topic 2D: Determine Fields
Topic 2E: Group Fields into Tables
Topic 2F: Normalize Data
Topic 2G: Designate Primary and Foreign Keys
Topic 2H: Determine Table Relationships

Lesson 3: Building a Database
Topic 3A: Create a New Database
Topic 3B: Create a Table
Topic 3C: Manage Tables
Topic 3D: Create a Table Relationship
Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table
Topic 4A: Modify Table Data
Topic 4B: Sort Records
Topic 4C: Work with Subdatasheets
Lesson 5: Querying a Database

Topic 5A: Filter Records
Topic 5B: Create a Query
Topic 5C: Add Criteria to a Query
Topic 5D: Add a Calculated Field to a Query
Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms
Topic 6A: View Data Using an Access Form
Topic 6B: Create a Form
Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports
Topic 7A: View an Access Report
Topic 7B: Create a Report
Topic 7C: Add a Custom Calculated Field to a Report
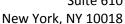Topic 7D: Format the Controls in a Report
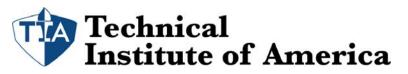Topic 7E: Apply an AutoFormat Style to a Report
Topic 7F: Prepare a Report for Print

Lesson 8: Creating Flexible Queries
Topic 8A: Set Select Query Properties
Topic 8B: Create Parameter Queries

Topic 8C: Create Action Queries

Lesson 9: Improving Forms
Topic 9A: Design a Form Layout
Topic 9B: Enhance the Appearance of a Form
Topic 9C: Restrict Data Entry in Forms
Topic 9D: Add a Command Button to a Form
Topic 9E: Create a Subform
Topic 9F: Display a Calendar on a Form
Topic 9G: Organize Information with Tab Pages
Topic 9H: Display a Summary of Data in a Form

Lesson 10: Customizing Reports
Topic 10A: Organize Report Information
Topic 10B: Format the Report
Topic 10C: Set Report Control Properties
Topic 10D: Control Report Pagination
Topic 10E: Summarize Report Information
Topic 10F: Add a Subreport to an Existing Report
Topic 10G: Create a Mailing Label Report
Topic 10H: Include a Chart in a Report
Topic 10I: Print Data in Columns
Topic 10K: Create a Report Snapshot

Lesson 11: Sharing Data Across Applications
Topic 11A: Import Data into Access
Topic 11B: Export Data
Topic 11C: Analyze Access Data in Excel
Topic 11D: Export Data to a Text File
Topic 11E: Merge Access Data with a Word Document

Lesson 12: Structuring Existing Data
Topic 12A: Analyze Tables
Topic 12B: Create a Junction Table
Topic 12C: Improve Table Structure

Lesson 13: Writing Advanced Queries
Topic 13A: Create Subqueries
Topic 13B: Create Unmatched and Duplicate Queries
Topic 13C: Group and Summarize Records Using Criteria
Topic 13E: Create a PivotTable and a PivotChart

Lesson 14: Simplifying Tasks with Macros

Topic 14A: Create a Macro
Topic 14B: Attach a Macro

Lesson 15: Managing Switchboards
Topic 15A: Create a Database Switchboard
Topic 15B: Modify a Database Switchboard
Topic 15C: Set the Startup Options

Lesson 16: Distributing and Securing Databases
Topic 16A: Split a Database
Topic 16B: Implement Security
Topic 16C: Set Passwords