

*"I have travelled the length and breadth of this country and talked with the best people, and I can assure you that data processing is a fad that won't last out the year." The editor in charge of business books for Prentice Hall, 1957.*

**What this course will do for you:**

Although you're a competent Access user, you're now finding it a challenge to design and create the database that is going to work for your specific data requirements. You feel frustrated because your existing knowledge lets you down. By its focus on working with the advanced aspects of query and form design, you'll find this course gives you the skills to create a more sophisticated Access database and you will learn how to use advanced combos and text boxes to manipulate data in an almost unlimited way. This course will increase your competence in advanced database design so your databases will be easy, efficient and productive to use. You will also be introduced to the concept of database automation with the use of macros, command buttons and simple VBA. This course prepares you for moving on to learn how to use VBA for Access.

**To get the most out of this course:**

You have attended the Burningsuit Microsoft Access Level 1 Course (which includes skill level 2). Or, you are competent in basic table, form and report design, you understand the concept of table relationships and you now want to create more complex databases.

## Course Topics and Objectives

### Review of Relational Database Concepts

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You will be able to:

- Explain the use of table relationships correctly.
- Explain why you would want to Enforce Referential Integrity.
- Correctly link tables in one-to-many relationships.

### Design Advanced Queries

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You will be able to:

- Find records in tables based on multiple criteria.
- Use Queries to find data across linked tables.
- Find records where you enter the criteria when you run the query.
- Use queries to find totals, averages and how many?
- Construct the IIF function correctly to return values into a query based on the result of a test.
- Explain the correct use of an Equi-Join
- Explain the correct use of Inner Joins
- Use Queries to delete specific records from tables.
- Use Queries to update records globally.

### Design Advanced Reports

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You will be able to:

- Design complex reports where records are grouped under section headers and footers
- Correctly add your own calculations into reports.

### Design Advanced Forms

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You will be able to:

- Design complex forms to accurately show data from one or more tables or queries.
- Add and customise bound and unbound combo boxes that accurately show a selection of values from which the user can choose.
- Add an unbound textbox onto a form into which you can put your own expression.
- Use concatenation to bring together strings and expressions
- Correctly enter the Dlookup function into a textbox to find values from unrelated tables.
- Correctly design Subforms to show the "many" side of a one-to-many relationship.

### Advanced Database Design Techniques

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You will be able to:

- Correctly reference values from other database objects on a form or query e.g find a value on a form to put into query criteria.
- Start Access and display your own form instead of the Database Window.

### Form Automation

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You will be able to:

- Use command buttons to automatically open and close forms and reports using Macros and VBA.

