

## Productiv\_IT with Access 2003

### One Day Introduction to MS Access for APS Officers who Need to Develop, Query or Print from an Access Database

At the end of this course you should be able to:

- Use the database window to rename, copy and delete objects
- Create a simple table for storing data with appropriate fields, data-types and properties
- Use formatting options to modify table appearance
- Create appropriate links between tables and understand relationship types
- Find information using the datasheet view of a table
- Ask questions of data by creating single and multi table queries
- Create forms to serve as a user interface using wizards and the autoform feature
- Make simple changes to the design of a form, such as moving and resizing controls
- Create reports to generate printouts using wizards and the autoreport feature
- Make simple design changes to a report

#### Course Content:

##### Fundamentals

- Define a database and a database management system
- Start and exit Access

##### Databases and Tables

- Open an Existing Database
- Overview of an Access Database
- Use Database and Table Wizards

##### Tables

- Designing a Table/Understanding Datatypes
- Entering Data
- Modify Table Layout

##### Field and Table Properties

- Basic Field and Table Properties
- Using a Lookup Wizard

##### Relationships

- Understanding the Relationship Classifications and Advantages of Using Them
- Using the Relationships Window

## **Finding and Sorting Data**

- Finding Data by Value
- Replacing Values
- Sorting and Filtering

## **Building Simple Queries**

- Use Criteria
- Sort the Results

## **Applied Queries**

- Multiple Table Queries
- Parameter Queries

## **Forms**

- Create a Form Using a Wizard
- Entering and Filter Data on a Form
- Introductory Form Design

## **Reports**

- Create a Report Using a Wizard
- Introductory Report Design

## **Pre-requisites:**

Basic understanding of the Windows operating system is essential. Users should have knowledge of at least one other Windows application such as Word or Excel before attending this course.

## **Acorn Trainers**

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

A business can never be better than the sum of all its parts. That's why at Acorn we employ the best people available, so that we can be the best training provider for our customers.

## Enrolment Form - Productiv IT with Access

ABN: 34 073 999 185

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

Venue – Acorn Training Centre: First Floor, 74 Townshend St Phillip

Course date:                           

Time: 9.00 a.m. to 4.45 p.m.

Name of Attendee	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
6.		

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

Price \$545 \$ x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ Early Bird Price \$465 (Early bird price applies up to three weeks before the date of the workshop)

**Or Valued Customer Program (Two points per booking. Earn a free workshop spot with 20 points)**

Total price \$545 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ Points earned = \_\_\_\_\_

Workshop price is GST Free

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

#### **All invoices will be emailed**

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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