

Access Introduction

2 Days (9am to 4pm)

Course Description

Microsoft Access is a very powerful tool for storing and analyzing lists of information, but that power comes at the cost of being trickier to learn than the other parts of MS Office. This course will get you over that hurdle. You'll begin learning how your company database works by creating a simple one of your own. Then students will be taught how to pull information from databases, create forms for displaying old data on the screen as well as adding new data, and produce professional-looking printed reports.

Course Prerequisite: Required: Knowledge of basic Windows use and ability to use keyboard and mouse.
Recommended: Use of one or more other programs, such as Excel or Word.

Topics Covered

Overview

What is a Database?
 Database Objects in Access
 Creating / Opening Databases

Tables (Design View)

Creating a Table
 Adding Fields
 Field Data Types
 Saving
 Insert Fields
 Moving Fields
 Change Field Name
 Change Field Data Type
 Working with Attachments (2007/2010)
 Field Size
 Format & Decimal Places
 Default Value
 Caption
 Validation Rule/Text
 Required
 Allow Zero Length
 Indexed
 Input Mask

Tables (Datasheet View)

Entering Data
 Adding Pictures
 Zoom and Line Breaks

Column Widths/Row Height
 Navigating Records
 Formatting Cells
 Hiding Columns
 Freezing Columns
 Cut, Copy & Paste
 Deleting Records
 AutoNumbers
 Sorting
 Finding
 Filter by Selection
 Text Filters, Number Filters, Date Filters (2007/2010)
 Filter by Form
 Save Filter as Query

Queries

Creating Queries
 Adding Fields to Grid
 Entering Criteria
 Running a Query
 Sorting and Hiding
 Saving a Query
 Moving Columns
 Performing Calculations
 Formatting Columns
 Parameter Queries
 Totals Queries

Forms

AutoForms
 Split Forms (2007/2010)
 Design & Form Views
 Layout View (2007/2010)
 Moving/Sizing Controls
 Edit Text Labels
 The Form Header/Footer
 Entering Data in the Form

Reports

AutoReports
 Report Bands
 Adjusting Controls
 Merging Fields
 Previewing and Printing

Database Objects

Rename Objects
 Making a Copy
 Deleting Objects

More Information

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Access Intermediate Level 1

3 Days (9am to 4pm)

Course Description

Almost all databases use multiple relational tables, and this course teaches you why and how to work with them. Building on the base of the Introduction course, you will create your own small relational database. Once that's done you'll move on to making reports based on it, in particular learning how to join together information from multiple tables into single sources of data, including data that is outside the database in Excel. You'll also learn how on-screen forms and print-outs are affected by having two or more tables in play at the same time, as well as sophisticated form tools like drop-down boxes.

Course Prerequisite: Solid understanding of all Access Introduction topics.

Topics Covered

Creating Forms

Creating a Form
Using the Wizard
Creating a Form from Scratch
Add Text
Add Fields & Formulas
Add a Picture/Drawing
What are Controls?
Select Boxes
Move and Size Controls
Align Controls and the Different Views
Basic Formatting
Using the Colour Icons
Spacing Between Objects
Delete Objects
Cut, Copy, Paste
Copy Formats
Bring to Front/Send to Back
The Toolbox
Tab Order
Print
Forms Based on Multiple Tables
Control Properties
Name
Control Source
Default Value
Validation Rule, Validation Text
Format, Decimal Places
Custom Date Formats
Input Mask
Status Bar Text & Control Tip
Enabled & Locked
Tab Stop

Combo Boxes

Type 1 - You Type a List of Choices
Type 2 - Display Data from a Table
Type 3 - Display from Master Table, Store in Related Table (Linked)

Working with Bands/Form

Change the Background Colour
Rulers/Grid
Form Properties

Command Buttons

Creating with the Wizard

Subforms

Add to Main Form
About Child Fields and Master Fields
Edit a Subform from within the Main Form

Relating Tables

Why Relate Tables?
How to Relate Tables
Referential Integrity
Cascade Update/Delete
Testing the Relationship
Edit and Delete Relationships
Primary Keys and Unique Indexing
See Related Data in a Table

Creating Reports

All Applicable Forms Topics, plus:
Wizards, Creating a Blank Report
Print Preview vs. Layout Preview
Page Setup
Report Bands & Band Properties
Sorting and Grouping
Calculations in a Report
Envelopes
Label Wizard

Import, Export, & Link

Importing and Linking Tables
Exporting Tables or Queries
Word Merge

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Classroom Locations: Toronto, North York, Mississauga, Newmarket



Access Intermediate Level 2

2 Days (9am to 4pm)

Course Description

This course is a follow-up to Computer Help's Access Intermediate Level 1 course. You'll be taking the techniques you learned there and building upon them even further to produce databases that can handle ever more complex situations while hiding the complexity from the people who'll be using it. If you support a group of Access database users, small or large, your work will benefit from this course.

Course Prerequisite: Solid understanding of all Access Introduction & Intermediate Level I topics. It is essential that you take the Intermediate Level I course before taking this course.

Topics Covered

Tables & Database

Tables

Review of Referential Integrity
1 to 1 Relationships
Self-joins
Join Lines
Join Types
Multiple Field Primary Keys
Lookup Tables
Combo Boxes in Tables

Database Analysis

Analyze Tables
Analyze Performance
Documenter

Forms

Creating Pop Up Forms (Dialog Boxes)

Border Styles
Setting Properties

Sub Form Totals

Create Formula in Datasheet Form
Add Formula to Main Form
Protecting Formulas

Bound Options Groups

Creating an Option Group
Modifying & Formatting

Bound List Boxes

Creating using the Wizard
Formatting the List Box
Switching to a Combo Box
From Combo Box to List Box

The Tab Control

Creating a Tab Control
Adding Fields & Formulas
Moving Control to Pages
Changing Page Order
Adding & Deleting Pages
Formatting Pages
Conditional Formatting

Control Defaults

For Objects Already on Form
Setting Defaults Before Add Field
Format Template
Properties

Form Properties

Edits, Deletions, Additions
Data Entry
Caption
Shortcut Menu
Pictures
Grid X/Y
Background Picture
Cycle

Page Breaks & Form Printing

Page Breaks
Page Headers/Footers
White Background Printing

Continuous Forms

Adding and Aligning Fields
Adding Formulas
2 Line Labels
Continuous View
Format to Resemble Datasheet
Dividing Lines
Form Header/Footer
Continuous vs. Datasheet

Reports

Multi-Column Reports

Sorting & Grouping
Grouping Tricks
Setting Up Columns
Adding Fields
Adding Column Headings

Review of Mail Merge

Quick Review of Word Merge

Letters in Access

Writing the Letter
Inserting the Fields
Formatting the Letters
Limitations

Sub Reports

Designing a Sub Report
Designing a Main Report

Graphs

Using the Chart Wizard
Arranging the Chart
Setting Summary Formulas
Formatting the Chart
Using MS Graph

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Access Queries

2 Days (9am to 4pm)

Course Description

Queries are the most important part of Access. With them you can answer a wide variety of questions based on your data, and then pass the results on to professional-looking reports. Furthermore you can quickly make wholesale changes to your lists of information; make, edit, and delete tables; add queries to forms to make them more user-friendly; and calculate new information as if you were in a spreadsheet.

With the skills you'll learn in this course, you can take any mass of data stored in Access and use it to produce useful information for yourself and your co-workers.

Course Prerequisites: Solid understanding of all Access Introduction & Intermediate Level I topics.

Topics Covered

Basic Query Design

Creating a Query
 Adding Fields
 One at a Time
 In Sequence
 At Random
 All Fields
 All Fields Except 1 or 2
 Using the *
 Output All Fields
 Clearing the Grid
 Running a Query
 Return to Design View
 Sorting and Rearranging Columns
 Preventing Data Changes
 The Show Row
 Entering Criteria
 Number/Currency Fields
 And vs. Or
 Multi-line Criteria
 In() and Not In()
 Using Wildcards
 Text Ranges
 Dates
 Yes/No Fields
 Null and Not Null
 Adding Parameters
 Using Like in a Parameter
 Adding Columns
 Concatenating Fields
 Adding Numeric Formulas
 Calculating Time Durations
 Formatting Formulas
 Creating Totals Queries
 Creating Update Queries
 Creating Delete Queries

Other Query Types

Crosstab Queries
 Why a Crosstab?
 Setting Column, Row & Value
 Grouping Options
 Entering Criteria
 Make Table Queries
 Append Queries

Relationships in Queries

Join Types in Queries
 Query Level Relationships

Union Queries

What is a Union Query?
 Writing Basic SQL
 Creating the Union Column
 Sorting
 Column Names
 Setting Criteria
 Using Parameters
 Showing Duplicates

Other SQL Queries

Data Definition Queries
 Pass-Through Queries
 Subqueries

Forms & Reports Based on Queries

Determining Sort Order
 Adding Parameters
 Based on an SQL Statement
 Saving SQL as a Query

Creating Criteria Dialog Box

Creating the Form
 Adding Unbound Controls
 SQL in Combo Boxes
 DMin & DMax
 Pop Up/Dialog
 Adding Command Buttons
 Creating the Query
 Adding Referencing Criteria
 Testing the Dialog Box

Synchronizing Combo Boxes

Using Customer/Contact Combo
 Manual Synchronizing
 Automatic Synchronizing

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Access Advanced

3 Days (9am to 4pm)

Course Description

This course rounds out all the topics from previous levels of Computer Help's Access courses by focusing on application development in Access. If you want to design forms, reports, and dialog boxes that insulate users entirely from the underlying complexity of your database while still giving them the power to do their work—no matter what their role in the organization—this is the course you need.

Course Prerequisite: Solid understanding of all Access Introduction & Intermediate Level I topics.

Topics Covered

Security

- Creating a Workgroup File
- Creating Users & Groups
- Placing Users in Groups
- Setting User Passwords
- Owning the Database
- Opening Exclusively
- Setting Permissions
- Testing Permissions
- Query Permissions
- Permissions for Other Objects
- Creating a User Table
- Setting a Database Password
- User Level Security Wizard

Access Command Line Options

- Load a Database Automatically
- Startup Picture
- Default User Login
- Default Password
- Default Workgroup
- No Shortcut Icon?

Built-in Functions

- Database References
- Date Functions: Year, Month, Day, Weekday, Date, Now, DateSerial
- Special Functions: IIF, Switch, IsNull, Format, Eval, CurrentUser, CurentObjectName
- Text Functions: Left, Mid, Right, Chr, InStr, Ucase, LCase
- Domain Functions: Davg, DMax, DMin, DSum, DCount, DLookup

Compact, Repair & Encrypt

- Compacting/Repairing a Database
- Compacting Database on screen
- Making a Compacted Copy
- Encrypting/Encoding a Database

Creating Macros

- Delete Buttons (with Wizard)
- Close Buttons (with Wizard)
- Creating a Macro
- Macro Object vs. Macro Names
- Selecting Actions
 - OpenForm
 - OpenReport
 - MsgBox
 - Maximize
 - StopMacro
 - GoTo Control
 - Stop Macro
 - GoToRecord
 - Run Command
 - PrintOut
 - SetValue
 - RunMacro
 - ShowToolbar
 - FindRecord
 - ApplyFilter
 - ShowAllRecords
- Adding Where Conditions
- Using the Conditions Column
- Special Macro Types
 - SendKeys
 - AutoKeys
 - AutoExec
- Database Startup Settings

Customizing Toolbars (2003)

- Editing Toolbars
- Adding & Removing Icons
- Resetting a Toolbar
- Creating a Toolbar
- Adding Icons
- Icons to Open Objects
- Editing Icons
- Macros Icons
- Copy a Icon Image
- Assigning a Toolbar to a Form
- Converting Macros to Toolbars

Customize the Ribbon (2010)

Customized Menus (2003)

- Creating a Menu Bar
- Creating the Menu
- Displaying & in Menu
- Fly-Out Menus
- Adding Commands
- Attaching a Menu to a Form
- Attaching a Menu to a Report
- Converting Macros to Menus

Switchboard Manager

- Creating a Switchboard
- Setting it to Open Automatically
- Editing a Switchboard
- Going beyond the 8 Button Limit

Unbound Forms & Reports

Changing Next AutoNumber

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Access VBA Level 1

3 Days (9am to 4pm)

Course Description

As powerful and customizable as Access can be, there are times when you need to customize it even further. Visual Basic for Applications is a built-in programming language that lets you change the way all parts of Office work. This course focuses on the core concepts of Visual Basic programming, in the context of using them specifically with Access.

Course Prerequisite: Required: Solid understanding of all Access Introduction & Intermediate Level I topics.

Recommended: Understanding of Queries course topics and Advanced topics.

Topics Covered

Overview

Macros vs. Code
Module Types
Understanding Events

Events

Click
BeforeUpdate
AfterUpdate
NotInList
Close Events
Open Events
Delete Events
Cancel Events
Form Current

Procedures & Modules

Understanding Wizard Code
Module Window
Deleting Procedures
Comments
About Control & Object Names
Procedure Level Variables
Creating General Procedures
Creating Database Modules
Debug/Immediate Window
Intrinsic Constants

Commands

Closing Objects
Setting Values in Controls (text, numbers, formulas)
If, Else, Elseif, Endif
Select Case
Displaying a MsgBox
SendKeys
Delete Records
Showing/Hiding Controls
Setting Control Properties
Calling Procedures
Passing Parameters
Setting Input Masks
Find Combo Box
Email Command Button
Moving Through Records
Requery Controls
Referencing Forms
Is a Form Open?
Error Handling
Case vs. If
Null vs. ""
Creating Labels

Functions

MsgBox()
CurrentUser()
Format()
IsNull()
Dlookup()
Dmax()
DCount()
InputBox()

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Access VBA Level 2

3 Days (9am to 4pm)

Course Description

Once you've learned the core Visual Basic concepts taught in Computer Help's Access VBA Level 1 course, it's time to look at how Visual Basic interacts with Access in particular. In this course you'll learn how to customize VB forms to work cleanly with Access objects like queries, integrate your customizations with SQL, and use VBA to literally change your database on the fly using Data Access Objects.

Course Prerequisite: Required: Solid understanding of all Access VBA Level 1 topics.

Topics Covered

Database Code

- Opening a Report
- Writing Code in a Report
- Public Variables
- PopUp Forms (Dialog Boxes)
- MultiSelect List Boxes
- Select All Items in List Box
- Clear List Box Selections
- For...Each...Next
- In(), Len(), Left() Functions
- Filter Dialog Box
 - Make a Dialog Box Generic
 - The Filter Properties
 - The Tag Property
 - For...To...Next
 - Chr() Function
 - Building String Where Condition
- Changing a Group of Controls
 - Using Toggle Buttons
 - Setting Control Properties
 - With...End With
 - The Controls Collection
 - For...Each...Next
- Running a Query in Code
- Running a SQL Statement in Code
- Convent Macros to Code
- About Bound Columns (Combo/List)
- More about the Module Window
- More About MsgBox()

DAO & Custom Functions

- Do...Loop
- DAO Topics
 - Opening a Recordset
 - Recordset Types
 - Using Properties & Methods
 - Adding Values to a Combo Box
 - Moving through a Recordset
 - Evaluating Each Record
 - Transaction Tracking
 - Adding, Editing, Deleting Records
 - Finding Records
 - Printing to Immediate Window
 - Opening Two Recordsets
 - Copy Data Between Recordsets
 - Creating a Recordset Subset
 - Recordset Clones
 - Bookmarks
- Custom Functions
 - Creating a Simple Function
 - Using a Function in the Database
 - Data Types
 - Adding Parameters to Functions
 - Optional Parameters
 - Using in Place of "nested IIFs"

Stepping Through a Procedure

- Debug Toolbar
- Using the Debug/Locals Window
- Setting a Breakpoint
- Executing Commands
- Calendar Control (Active X)
- Progress Bar (Active X)
- Understanding References

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Access Upgrade to 2007/2010

1 Day (9am to 4pm)

Course Description

The release of Office 2007 brought a major change in the way Access databases are built. With the new Ribbon interface both Office 2007 and 2010 approach many tasks, even the simplest ones, in a new way. If you're comfortable with older versions of Access, you may find yourself floundering for some time before you can become proficient in these new versions. Why not save yourself time and trouble by taking this course and getting Computer Help to show you how to transition to the new Office, rather than having to figure it out on your own?

Course Prerequisite: Required: This course is *not* intended for beginners. An Intermediate or better knowledge of Access (versions 97, 2000, 2002 XP, or 2003) is essential.

Topics Covered

Database

Creating New Database
Using Templates
Converting Existing Databases to 2007/2010
Converting 2007/2010 to older versions
Compact and Repair

General

New Interface
The Ribbon
Viewing Objects
Grouping Tables and Related Objects
Creating/Modifying Groups
Object Dependencies
Improved Help Viewer

Tables & Queries

Creating and Editing Tables
Alternate Row Colour
Adding Fields in Datasheet View
Field Templates
MultiValue Fields
Calculated Fields (2010)
Attachment Data Type
Choosing Dates with Calendar
Rich Text in Memo Fields
Testing Validation Rules
Navigating Records
Formatting Cells
Hiding & Freezing Columns

Totals Row

Sorting, Finding & Search
Multiple Field Indexes
New Filtering Tools
Filter by Form
Use Attachment Fields in Queries
Save Filter as Query/Load Filter from Query
Creating/Editing Queries

Forms

New Quick AutoForms/Auto SubForms
Layout View
Selecting Tools
Split Forms
Navigation Forms (2010)
Application Parts (2010)
Multiple Items
New Form Wizard
Add Logo
Add Title
Conditional Formats
Compare to Other Records (2010)

Reports

Report Wizard
New Quick AutoReports
Layout View
Sorting and Grouping
Totals, Counts, etc.
Add Logo
Add Title
Conditional Formats

Import/Export

Import from Excel
Saved Imports
Link from Excel
Linked Table Manager
Export to Excel
Saved Exports
Export to Word
Mail Merge with Word

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