Microsoft Access 2019 for Database Developers (ACS19E)

ID ACS19E **Price** 1,690.— €(excl. tax) **Duration** 3 days

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Course Overview

Learn quickly and without ballast how to work easily with tables, forms, queries and reports in Access. Supported with easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Access.

As a database developer, you will gradually learn all the basics that may be of importance in later practice - from planning and creating databases with a view to data types, to creating and editing various forms, to creating and editing various queries and reports. Thus, you can easily build up your Access skills step by step according to your personal requirements. In addition, "Access 2019 - Basics for Database Developers" also provides you with valuable services as a quick reference book time and again.

- Working with databases
- Create tables
- Relationships and indices
- Create and design forms
- Evaluate and display data

Course Content

- 1 Get to know Access
- 2 Working with databases
- 3 Create tables
- 4 Field properties
- 5 Set indexes
- 6 Relationships between tables
- 7 Entering and editing data in tables
- 8 Create forms
- 9 Design forms individually
- 10 Search and sort data
- 11 Working with filters
- 12 Working with Selection Queries
- 13 Create complex queries
- 14 Create standard reports
- 15 Print data
- 16 Edit database objects
- 17 Organize databases

Detailed Course Outline

1 Get to know Access

- 1.1 Access starten
- 1.2 Opening databases from the Access start screen
- 1.3 The Access window
- 1.4 Calling up commands
- 1.5 Using Access Help
- 1.6 Closing databases and exiting Access
- 1.7 Exercise

2 Working with databases

- 2.1 Using the navigation area
- 2.2 Opening and closing database objects
- 2.3 Creating a new database with a template
- 2.4 Creating a new database manually
- 2.5 Save new database
- 2.6 Exercise

3 Create tables

- 3.1 Tables in Access
- 3.2 Basic knowledge creating tables
- 3.3 Datentypen in Access
- 3.4 Creating tables in the datasheet view
- 3.5 Change field data type
- 3.6 Editing the table structure in the data sheet view
- 3.7 Change field formatting and enter data
- 3.8 Editing Tables in Design View
- 3.9 Specifying and Editing Fields in Design View
- 3.10 Changing the table structure in the design view
- 3.11 Set table properties
- 3.12 Exercises

4 Field properties

- 4.1 Fundamentals of Exposure Characteristics
- 4.2 The field properties Field size and Decimal places
- 4.3 Set default values
- 4.4 The Format field property
- 4.5 User-defined display formats

- 4.6 The Input Format field property
- 4.7 Using the Input Format Wizard
- 4.8 Validity check during data entry
- 4.9 Define lookup lists
- 4.10 Exercise

5 Set indexes

- 5.1 Basic principles of indexing
- 5.2 Working with indices
- 5.3 Exercise

6 Relationships between tables

- 6.1 Basics of relationships
- 6.2 What types of relationships are there?
- 6.3 Ensure integrity rules for relationships
- 6.4 Display relationships
- 6.5 Create relationships
- 6.6 Edit, delete or print relationships
- 6.7 Display of dependent data
- 6.8 Exercise

7 Entering and editing data in tables

- 7.1 Opening a table in the data sheet view
- 7.2 Entering data in a table
- 7.3 Editing and deleting data in a table
- 7.4 Copying/moving data via the clipboard
- 7.5 Editing the data sheet view
- 7.6 Evaluate columns
- 7.7 Editing fields in the data sheet view
- 7.8 Use subdata sheets
- 7.9 Exercise

8 Create forms

- 8.1 Basic knowledge of forms
- 8.2 Creating forms with the wizard
- 8.3 Quickly create simple forms
- 8.4 Creating forms manually
- 8.5 Create navigation forms
- 8.6 Saving and closing forms
- 8.7 Exercises

9 Design forms individually

- 9.1 Opening forms in layout view
- 9.2 Working with control layouts
- 9.3 Changing the size and position of controls
- 9.4 Changing the appearance of controls
- 9.5 Inserting and deleting objects in forms
- 9.6 Exercises

10 Search and sort data

- 10.1 Find data quickly
- 10.2 Sorting data records
- 10.3 Exercise

11 Working with filters

- 11.1 What are filters?
- 11.2 Using AutoFilter
- 11.3 Deactivate, activate or delete filters
- 11.4 Using the Value List to Filter Records
- 11.5 Using selection-based filters
- 11.6 Creating and saving form-based filters
- 11.7 Creating special filters
- 11.8 Exercise

12 Working with Selection Queries

- 12.1 Properties of queries
- 12.2 Creating selection queries with the wizard
- 12.3 Creating Selection Queries in Design View
- 12.4 Saving and opening queries
- 12.5 Create criteria
- 12.6 Queries with multiple criteria
- 12.7 Criteria for the data type Yes/No
- 12.8 Using peak values in queries
- 12.9 Calculated fields in queries
- 12.10 Using predefined functions
- 12.11 The expression generator
- 12.12 Exercise

13 Create complex queries

- 13.1 Using different queries
- 13.2 Selection queries with several tables
- 13.3 Queries with aggregate functions
- 13.4 Queries with parameters
- 13.5 Creating update queries
- 13.6 Define table creation queries
- 13.7 Creating append queries
- 13.8 Create delete queries
- 13.9 Duplicate Search Wizard
- 13.10 Wizard for inconsistency search
- 13.11 Special features of queries with relationships
- 13.12 Exercise

14 Create standard reports

- 14.1 Basic knowledge of reports
- 14.2 Creating and saving basic reports
- 14.3 Creating reports with the wizard
- 14.4 Creating Grouped Reports
- 14.5 Creating summary reports

- 14.6 Creating address labels
- 14.7 Exercise

15 Print data

- 15.1 Using the side view
- 15.2 Setting up the print pages
- 15.3 Printing forms, tables, queries or reports
- 15.4 Save database object as PDF file
- 15.5 Exercise

16 Edit database objects

- 16.1 Displaying database objects in the navigation pane
- 16.2 Rename or delete database objects
- 16.3 Copying and linking database objects
- 16.4 Exercise

17 Organize databases

- 17.1 Setting storage options for databases
- 17.2 Database properties
- 17.3 Protect databases
- 17.4 Creating a backup copy of a database
- 17.5 Exercise

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