

## Build Your Own Customer Database With Access

Microsoft Access lets you store, organize and view large lists of related information. This workshop will teach you how to use this versatile database manager as a practical tool for organizing your customer data.

During this one-day workshop, you will actually build, manage and search a working customer database. We use an explain-demonstrate-practice approach. Each topic is clearly explained and demonstrated and you are given ample opportunity to practice under our expert guidance.

WORKSHOP LENGTH: 2 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 6 | FEE: \$695.00 + GST

## Topics and Skills

### UNDERSTANDING ACCESS

- Understand the Access interface
- Understand Access objects

### CREATE A CUSTOMER DATABASE

- What steps do you follow to create a customer database?

### PLANNING

- Preparations before building your customer database?

### TABLES AND FIELDS

- What are the parts of a table?
- What can you do with tables?

### CREATING TABLES

- How do you create tables?
- How do you setup tables?

### NAMING RULES

- How do you name tables and fields?

### WORKING WITH TABLE INFORMATION

- Table Skills

### RELATING TABLES

- What are relationships?
- How do you relate tables?
- What are the relationship types?

### LOCATE & VIEW RECORDS

- How does Access help you find data?

### SORT & FILTERING

- What is a filter?
- What is a query?

### CREATING QUERIES

- What is the difference between a dynaset and recordset?
- How do you create a query from scratch?
- What types of queries are there?

### USE THE QUERY WIZARD

- Why do you use the simple query wizard?
- How do you use the wizard?

### QUERY BY EXAMPLE

- How do you build a query with the QBE grid?

### QUERY EXPRESSIONS

- What is an expression?
- How do you build an expression?
- What are useful expressions

### BUILDING FORMS

- What do you use forms for?
- How do you create forms?

### CREATING REPORTS

- What are Access reports?
- How do you create a report

### MAINTAINING DATABASE

- Where can you enter data?
- How do you delete records?

### ACCESS VIEWS

- Understanding datasheets and design view
- Views for tables, queries, forms and reports

## Who Should Attend

This is a workshop for people with strong Windows skills but who are new to Microsoft Access. We assume you have good working knowledge of at least one Microsoft product such as Word, Outlook, Excel or PowerPoint.

## Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)  
Toll Free 1800-654-3251  
Register Online <http://www.edtech.ca/course.asp?id=6>