

INSTITUTE FOR MIS & ANALYTICS

MS Access- Database Management

- **Creating and Modifying Tables**
 - Creating a Table from scratch in Design view
 - Creating a Table from Table wizard
 - Modifying the Table Design
 - Ensuring data validity
 - Copying an existing Table structure
- **Relating Tables**
 - Defining a relationship
 - Viewing and Editing relationship
 - Printing the relationships
- **Overview of Database Terms**
 - Database Objects and Terminology
 - Tables, Queries, Forms, and Reports
 - Planning a Database structure and tables
 - Creating a new Database from scratch and through predefined templates
- **Entering and Editing Data**
 - Entering new data
 - Customizing data entry
 - Change datasheet appearance
 - Editing recorded data
- **Sorting, Filtering and Printing records**
 - Sorting records- Single and multiple fields
 - Filtering records- By selection, exclusion filter, By form, Filter for, Advance Filter and Advance Sort
 - Previewing and Printing Sorted or Filtered Data
- **Extracting Information through Queries**
 - Creating a select query
 - Adding selection criteria- single and multiple criteria, use of wildcard characters and operators
 - Setting and modifying queries and their properties

- Performing calculations in queries
- Creating special queries- Find Duplicates, Find unmatched and Cross tab queries
- **Creating Advance Queries**
 - Creating special purpose queries- Parameter query, Auto lookup query, Update, Append and Delete query
 - Creating a sub query
- **Understanding Forms and Reports Design**
 - Use Auto form and Auto report features
 - Common Form and report design elements
 - Work in Design view
 - Modifying controls
 - Modifying Forms or Report Properties
- **Creating and Customizing Reports and Sub Reports**
 - Starting a new report
 - Modifying the report design
 - Sorting and Grouping records in a report
 - Adding a sub report
 - Designing a multi column report
- **Creating Charts and Graphs**
 - Choosing a chart type
 - Creating a new chart with the chart wizard
 - Exploring different chart types
 - Editing and Formatting the charts
- **Exchanging Database objects**
 - Copying objects among access database
 - Importing/Linking excel sheets and sending reports back to excel
 - Exporting to an existing access database