

## Develop & Use Complex Databases Using Microsoft Access 2000

<b>General Description</b>	This course aims to increase your productivity by providing the skills and knowledge to use Access 2000 effectively.
<b>Learning Outcomes</b>	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> <li>• design a database structure</li> <li>• create the database file and tables for a relational database</li> <li>• set relationships between tables</li> <li>• add records to tables</li> <li>• import data from other sources into a database</li> <li>• work with records in a table</li> <li>• create queries in a relational database</li> <li>• create a wide range of Select queries</li> <li>• create calculated fields in queries</li> <li>• create parameter queries</li> <li>• export data from Microsoft Access</li> <li>• use the Forms Wizard to create a range of forms</li> <li>• use the Report Wizard to create a range of reports</li> <li>• create simple but effective macros</li> <li>• create more complex macros.</li> </ul>
<b>Target Audience</b>	This course is intended for people who wish to complete the requirements for the unit BSBADM403A - Develop and Use Complex Databases.
<b>Prerequisites</b>	This course is designed for participants with a good working knowledge of Access 2000. Ideally participants will have completed BSBADM305A - Create and Use Databases.
<b>Pages</b>	15 chapters, 286 pages, and 43,254 words!
<b>Approx* Duration</b>	99 exercises. Anticipated duration* of 16.5 hours. Course files can be downloaded from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .
<b>Methodology</b>	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
<b>Companion Publications</b>	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> for more details.

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice



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