

Access - Data structuring and normalization

Duration: 1 day

Audience: Pour tous

Who is this training for?

Any user or database manager

Training objectives

- Determine database normalization rules
- Create, structure and format a database
- Insert and manage external data
- Create simple queries and forms

Summary

This course provides an understanding and application of database normalization rules in Microsoft Access. You will learn how to create, structure and format a database, import and manage external data, and create simple queries, forms and reports.

Course outline

Chapter 1 - Establishing Relationships Between Tables

- Understanding the Role of Relationships
- Creating a Relationship Between Two Tables
- Understanding Referential Integrity
- Performing Cascading Operations

Chapter 2 - Creating a Database Table

- Understanding the Basics of Creating a Database
- Creating a Table
- Defining the Primary Key
- Modifying the Structure of a Table

- Modifying Field Properties

Chapter 3 - Inserting External Data

- Import Data from Another Application or Network
- Import Excel and Access Data

Chapter 4 - Creating Simple Queries

- Using the Query Wizard
- Creating a Simple Query in Design View

Chapter 5 - Creating Forms

- Using the Form Wizard or Instant Form

Chapter 6 - Creating Simple Reports

- Using the Create Report Wizard or Instant Report

Approach and methodology

Theory-practice approach, focused on rigorous database design. Standardization concepts are presented with real-world examples and then applied through hands-on exercises on creating tables, relationships, simple queries, forms, and reports.

Prerequisites

Have completed the training : Access - Data Structuring and Normalization or equivalent content

Recommendations

Basic knowledge of Microsoft Access is recommended, including table navigation and data manipulation.