

COURSE NAME	DESCRIPTION	My Notes
Access Introduction To Databases (ACC2003-01)	Introduction to Databases - What is a database? Creating a Database and Using the Database Wizard, Creating a desktop shortcut	
Introduction To Access - Using a Database (ACC2003-02)	Starting and Leaving Access; Database Window, Objects and Views; Screen Elements, Menus, Toolbars, Shortcut Menus, Undo, Help; Entering and Editing Data; Opening and Closing Databases	
Access Tables 1 (ACC2003-03)	Introduction to Tables; Creating Tables With the Table Wizard or Intelligent Tables; Introduction to Field Properties, Field Builder and Working In Table Design View	
Access Tables 2 (ACC2003-04)	Intro to Relationships and Creating a Table in Design View; Working in Design View and Data View, Introduction to Field Properties	
Access Tables 3 (ACC2003-05)	Copying, Renaming and Deleting Tables; Column Widths, Row Heights and Fonts; Finding, Replacing and Sorting Data; Filtering	
Access Tables 4 (ACC2003-06)	Relationship Extras, Primary Key, Joins, Referential Integrity and Cascade Options; Lookup Wizard	
Access Tables 5 (ACC2003-07)	Field and Table Properties - Advanced Settings	
Access Tables 6 (ACC2003-08)	Tables - Troubleshooting Hints and Tips for Tables	
Access Queries 1 (ACC2003-09)	Introduction to Queries; Creating a Standard (Select) Query; Using the Query Window, QBE Grid and Criteria	
Access Queries 2 (ACC2003-10)	Using Operators, Expressions and Functions in Queries	
Access Queries 3 (ACC2003-11)	Parameter Queries - Prompts for Data Selection	
Access Queries 4 (ACC2003-12)	Using the Simple Query Wizard	
Access Queries 5 (ACC2003-13)	Using the Find Unmatched Data Query Wizard	
Access Queries 6 (ACC2003-14)	Using the Find Duplicate Data Query Wizard	
Access Queries 7 (ACC2003-15)	Crosstab Queries	
Access Queries 8 (ACC2003-16)	Action Queries - Update Query	
Access Queries 9 (ACC2003-17)	Action Queries - Make Table Query	
Access Queries 10 (ACC2003-18)	Action Queries - Append Query	
Access Queries 11 (ACC2003-19)	Action Queries - Delete Query	
Access Queries 12 (ACC2003-20)	Queries - Troubleshooting Hints and Tips for Queries	
Access Forms 1 (ACC2003-21)	Introduction to Forms; Creating Forms and Introduction to Form Design View; Working With Controls in Forms, Formatting Introduction	
Access Forms 2 (ACC2003-22)	Control Selection Methods, Using Format Painter, and Changing the Tab Order	
Access Forms 3 (ACC2003-23)	Creating Multi-table Forms - Main Forms and Subforms	
Access Forms 4 (ACC2003-24)	Advanced Form Properties, Form Sections, Form Tab Controls	
Access Forms 5 (ACC2003-25)	Creating Option Groups on a Form	

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Access Forms 6 (ACC2003-26)	Creating Combo Boxes on a Form	
Access Forms 7 (ACC2003-27)	Creating Command Buttons Using the Wizard	
Access Forms 8 (ACC2003-28)	Creating Conditional Formatting Rules on a Form	
Access Forms 9 (ACC2003-29)	Working with Hyperlink and OLE Object Fields on a Form	
Access Forms 10 (ACC2003-30)	Creating Forms Without a Wizard	
Access Forms 11 (ACC2003-31)	Creating Dialog Box Style Forms	
Access Reports 1 (ACC2003-32)	Introduction to Reports; Working in Report Design View	
Access Reports 2 (ACC2003-33)	Working with Controls in Reports, Formatting Introduction	
Access Reports 3 (ACC2003-34)	Creating a Mailing Labels Report	
Access Reports 4 (ACC2003-35)	Editing and Advanced Formatting Techniques for Reports	
Access Reports 5 (ACC2003-36)	Using Sorting and Grouping in Reports	
Access Reports 6 (ACC2003-37)	Form Letters/Mail Merge with Access and Word	
Access Reports 7 (ACC2003-38)	Creating Conditional Formatting Rules on a Report	
Access Reports 8 (ACC2003-39)	Creating Reports Without a Wizard	
Access Forms And Reports 1 (ACC2003-40)	Creating Calculations in Forms and Reports	
Access Forms And Reports 2 (ACC2003-41)	Understanding Bound and Unbound Objects in Forms and Reports	
Access Data Access Pages (ACC2003-42)	Creating and Using Data Access Pages Style Forms	
Access Subdatasheets, Sub-forms And Sub-reports (ACC2003-43)	Understanding and Troubleshooting Subdatasheets, Sub-forms and Sub-reports	
Access Importing, Exporting And Linking (ACC2003-44)	Importing, Exporting And Linking Tables and Other Objects in a Database	
Access Printing (ACC2003-45)	Print Preview, Page Setup And Printing in a Database	
Access Wizards to Create Forms or Reports (ACC2003-46)	Using Wizards in Access eg Autoform, Form Wizard, Autoreport, Report Wizard	
Access Macros 1 (ACC2003-47)	Introduction to Macros; Creating, Running and Editing Standard Macros	
Access Macros 2 (ACC2003-48)	Working with Macro Groups	
Access Macros 3 (ACC2003-49)	Attaching Macros to Controls on Forms	
Access Macros 4 (ACC2003-50)	Working with Macro Conditions for Actions	
Access Macros 5 (ACC2003-51)	Command Buttons and Customised Toolbars and Menus	
Access Automation 1 (ACC2003-52)	Introduction to Automated Applications, Working with the Startup Options	
Access Automation 2 (ACC2003-53)	Creating Menus or Switchboards	
Access Database Maintenance (ACC2003-54)	Database Maintenance, Backup, Compact and Repair	

COURSE NAME	DESCRIPTION	My Notes
Access Database Design 1 (ACC2003-55)	Introduction to Database Design Techniques	
Access Database Design 2 (ACC2003-56)	Advanced Database Design Techniques	
Access Troubleshooting and Help (ACC2003-57)	Using Help and Troubleshooting Tips and Hints	