



Chapter	Chapter Name	Topics
I	Introduction to Database	
	Why MS Access	
	Advantages of MS Access	
II	Creating your first Database	Overview of access database
		Saving and open database
		How to take backup of your Access DB
		How to Improve the performance of MS-Access real quick
		Navigation pane: Tabs, Tables, Queries, Forms, Reports, Modules & Macros
III	Building smarter tables	What are Data Types in Access
		Data Types: Text, Memo, Number, Date/Time, Currency, AutoNumber, Boolean, OLE Object, Hyperlink, Attachment, Lookup Wizard
		What is the appropriate data type you need to choose for a column
		Design the tables with appropriate data type and appropriate keys
		Types of Views: Design View, Data Sheet View, Pivot Table& Pivot Chart View
IV	Mastering the datasheet - Sorting, Searching, Filtering and More	Datasheet customization
		Datasheet navigation
		Advanced editing
		Printing and datasheet
V	Blocking Bad Data (Data Validation)	Data integrity basics
		Input masks
		Validation rules
		Lookups
VI	Linking tables with relationships	How to Relate One Table with another Table & its re-usage of existing Tables
		What is Key in table, Advantages and limitations of Keys
		What is Primary Key & Foreign Key and its importance
		Keys Relation with tables
		Advanced topics related to relationships (One to One, One to Many, Many to Many Relations)
		Practice Exercise on Building Relationships
VII	Operators	Arithmetic Operators
		Logical Operators
		Comparative Operators
VIII	Expression (Query Syntax)	How to create Queries with appropriate Expressions
IX	Query Building	How to Extract data using Queries
		How to Insert/Update/Append/Delete data using Queries
		Extract data from Multiple tables using Queries (Inner Join, Outer Join, Right Join, Union, Union All)
		Understanding Actionable Queries
X	Advanced Query Tricks	Calculated Fields
		Math Operations
		Date/Time Operations
		String Operations



		How to work with MS Access Predefined Functions(Date/Time, Financial, Math, Text, Database, Inspection)
		Create your own functions using Expression Builders
		Error Handling Techniques in MS Access Functions
		Practice Exercise on Query Building
XI	Analyzing Data	Inserting Pivot Table in MS Access
		Inserting Pivot Chart in MS Access
		Few things which you cannot do in Excel Pivot Table but can do in MS Access
XII	Creating Reports	Report basics
		Printing, previewing, and exporting a report
		Formatting a report
		Filtering and sorting a report
XIII	Designing Advanced Reports	Improving reports and design view
		The report wizard
		The label wizard
		Fine tuning reports with properties
		Expressions
		Grouping
XIV	Creating Forms	Overview of Forms
		Sorting and filtering in a form
XV	Designing advanced forms	Customizing forms in design view (User Define Forms)
		Taking control of controls
		Forms and linked tables
XVI	Building a Navigation System	Mastering the navigation pane
		Dashboards with MS-Access - Switch Manager
		Linking to related data
XVII	Automating Tasks with Macros	Difference between MS - Access Macros with Excel Macros
		MS - Access Macros security & settings
		How to write macros from scratch
		How to write macros in simple steps
		Why Access Macros are easier than Excel Macros
		Assign Macros to Form Controls/Shapes.....
		Running Macros when specific Event is triggered (Open, Save, Close, Cancel, Stop All, Go To page, Run Macro, Run Saved Import Export, Re-query...)
Using VBA/Macros to run a better business		
XVIII	Sharing a database with multiple users	How to create Admin permissions
		User restrictions on Database
		Customize privileges on your Database
		Secure your Database with password
XIX	Importing and exporting data	Import data from Excel/SQL Server/Text to Access
		Export data to Excel/Text from Access
XX	Connections to other Apps	Connecting your MS-Access to Excel/SQL Server