

MS - Access & SQL

Access is a relational database management system (RDBMS) from **Microsoft** that combines the relational **Microsoft** Jet Database Engine with a graphical user interface and software-development tools. ... It can also import or link directly to data stored in other applications and databases.

Topics Covered as follows:

- Access environment and tools
- Database terminology and concept
- Designing database in Access
- Understanding RDBMS
- Working with the Design side of Tables:-
 - Create Query
 - Join Tables That Have No Common Fields
 - Work with Subdatasheets
 - Create Sub queries
- Working with the runtime of Tables
- Data migration and importing
- Working with the Design side of Queries
- Working with the runtime of Queries
- Working with the Design side of Forms :-

- Adding Controls to Forms
- Creating Sub forms
- Organizing Information with Tab Pages
- Displaying a Summary of Data in a Form
- Applying Conditional Formatting

- Working with the runtime of Forms, Managing Switchboard
- Working with the Design side of Reports
 - Organize Report Information
 - Format Reports Include Charts in a Report
 - Add a Calculated Field to a Report
 - Add a Sub report to an Existing Report

- Working with the runtime of Reports
- Working with the Design side of Macros
 - Creating a Macro Restricting Records Using a Condition
 - Automating Data Entry Using a Macro

- Working with the runtime of Macros
- How to create a functional specification
- Build a real-world business application
- Putting altogether and deployment