

SYLLABUS

MASTER IN OFFICE



Databases

(Microsoft Access)



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Databases (Microsoft Access)

CHAPTER 1

Table Design

Section 1 **Designing Fields/Columns**

Designing Tables

Basic Data Types

Apply or modify a Data Type

Effects of modifying the data type or size of a field

value list row source in a field

Basic Field Properties

The Required Property

Field Format

The default value of a field

Data validation

Section 2 **Relationships**

Relationships

Define relationships between tables

Apply rules to the relationship between the tables

Automatic Delete and/or Update relevant documents

Inner, Left-Outer) and Right – Self Relationship

Correlation and connection of data when designing queries

Relationships effects in Table View

CHAPTER 2

Query Design

Section 1 **Basic types of queries and Query Builder**

Query Designer

Basic types of Queries

Create a Query

Criteria in queries

Using wildcards in a query

Action Queries

Cross-tab query

Grouping information in a query

Using arithmetical and logical expressions in query design

Correlation and connection of data when designing queries

Section 2 **Improvement of a query**

Improving Queries

Show duplicates

show unmatched values

Create a parameter query

Show min-max on range in a query

Improving queries using the Null and NOT

CHAPTER 3

Design a Form

Section 1 **Designing a form**

Forms

Create Form

Toolbox Control

Create a control without the use of drivers

Creation of arithmetical and logical calculation factors in a form

Specify tab sequence on controls

Insert a data field in the header and footer

Working with Subforms

CHAPTER 4

Report Designer

Section 1 **Designing Reports**

Reports

Insert a data field in the header or footer of a report

Insert page break for groupings in reports

Creation of arithmetical and logical calculations control on a report

Using types in a Summary Expression help by using a wizard

Calculation of percentage calculations in a report.

Concatenating a text (concatenate)

Calculate sum

CHAPTER 5

Working with Macros

Section 1 **Designing a form**

Macros

Create A Macro

Working with Macros

Εκτέλεση Μακροεντολής

Assign a macro to a control

CHAPTER 6

Importing, exporting, and linking of data

Section 1 **Importing, exporting, and linking of data**

Import and link external data

Link Data

Export Data