NORPLAN

TRAINING COURSE SUMMARY SHEET

Course Title:
Ms. Access Training Course

Training Purpose:
To train Engineer and Student Staff for enhancing capacity building regarding using the Professional Ms. Access.

Target group:
RuWatSIP / MEW / MoM or (AGS) / AUWSSC / PRRD / (Geology Engineer), and Student.

Course detail

Course language:	Content in English, Explaining in Dari/Pashto
Duration:	3 days (28 September 2014 to 1 October 2014)
Planned course location:	RuWatSIP hall in MRRD
No of participants:	15 to 20
Responsible presenter:	Eng. Atta Mohammad Mutmaeen (M. Eng.)
Theoretical/Practical training:	Theoretical and Practical Training
Handouts to be prepared by:	Atta Mohammad Mutmaeen

SUMMARY OF SYLLABUS

Introduction and Table	– Day 1st
Forms	– Day 2nd
Reports	– Day 3rd
Queries	– Day 4th

FIRST DAY:

1.1. INTRODUCTION TO MICROSOFT ACCESSS AND DATABASE

1.2. GETTING STARTED WITH MICROSOFT ACCESS

1.3. DEFINE SOME KEY ACCESS TERMINOLOGY

1.3.1. Field – A single characteristic or attribute of a person, place, or object.
1.3.2. Record – A set of related field values.
1.3.3. Table – A collection of records that identify a category of data, such as Customers, Orders, or Inventory

1.4. The ACCESS WINDOW

1.5. THE DATABASE WINDOW

1.5.1. The Objects bar lists all the objects available in the database

1.5.2. The list of objects consists of tables, queries, forms, reports, pages, macros, and modules

1.6. OPEN AN EXISTING DATA BASE

1.6.1. Use the task pane to open a database
1.6.2. Open an Access database table
1.6.3. Navigate a database table
1.6.4. A table in datasheet view
1.6.5. The navigation bar buttons
1.6.6. Learn how Access saves a database

1.7. CREATING NEW DATABASE

1.7.1. Using database wizard
1.7.2. Using without database wizard
1.7.3. Illustration of field, records and table
1.7.4. The database design view window

SECOND DAY:

2.1. TABLES

2.1.1. Create a Table from scratch in Design view
2.1.2. Save the new table
2.1.3. Add records to a table using Datasheet View
2.1.4. Datasheet View with records added
2.1.5. Modify the structure of a table by deleting, moving, and adding fields
2.1.6. Moving a field in Design View
2.1.7. Adding a new field in Design View
2.1.8. Change field properties
2.1.9. Changing field properties in Design View

2.2. RELATIONAL DATABASE AND KEYS

2.2.1. Define field
2.2.2. Define and specify Primary Key
2.2.3. Define and specify Foreign Key
2.2.4. Switching Views (Design view and datasheet view)

2.3. ENTERING DATA

2.3.1. Adding a new row
2.3.2. Updating a record
2.3.3. Deleting a record

2.4. COPY RECORD FROM ANOTHER ACCESS

2.5. GETTING START WITH A PRACTICAL DATABASE

THIRD DAY:

3.1. CONTINUED THE PRACTICAL DATABASE

3.2. EXPORT DATA TO MS. EXCEL

3.3. IMPORT FROM MS. EXCEL

3.4. IMPORT A TABLE FROM ANOTHER ACCESS DATABASE

3.5. DELETE AND CHANGE RECORDS

3.6. AN ALTERNATE METHOD FOR DELETING A RECORD

3.7. KEYSTROKE TECHNIQUES FOR NAVIGATION AND EDITING MODES

3.8. FORMS

3.9. CREATING AN ACCESS FORM

3.9.1. FORM WIZARD
3.9.2. AUTO FORM WIZARD

3.10. ACCESS FORM VIEW ACCESS

3.11. REPORT

3.12. REPORT WIZARD

3.13. THE REPORT PREVIEW WINDOW

3.14. BACKUP AND RESTORE A DATABASE

3.15. COMPACTING A DATABASE

3.16. SETTING THE COMPACT ON CLOSE OPTION

FOURTH DAY:

4.1. QUERY

4.2. CALCULATING FIELDD AND MAKING QUERIES

Training equipment required:
Equipment that must made available for course.

Training Material:
Existing material that can be used and from where:

Field / practical training
Preparation needed, responsible officer (s)
NORPLAN will organize the practical work at MRRD office and Atta Mohammad Mutmaeen will responsible to train the course participants for practical training

Prepared by:
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M. Eng. (Structural Engineering)