

## **Relational Database Design**

Designing a Relational Database  
Scoping the System  
Determining the Inputs  
Normalising a Database  
First Normal Form (1NF)  
Second Normal Form (2NF)  
Second Normal Form Case Study  
Third Normal Form (3NF)  
Database Indexing

## **Creating a Relational Database**

Creating a New Database File  
Creating Lookup Tables  
Defining a Primary Key  
Saving and Closing a Table  
Creating the Expense Type Table  
Creating the Transactions Table  
Creating the Details Table

## **Setting Table Relationships**

Understanding Table Relationships  
Understanding Lookup Relationships  
Looking Up the Employees Table  
Looking Up the Expense Types Table  
Viewing Table Relationships  
Understanding Table Joins  
Editing the Employee Table Join  
Editing the Expense Type Table Join  
Creating a New Join  
Creating a Relationship Report

## **Importing and Exporting Records**

Exporting Records to Microsoft Excel  
Exporting Records to a Text File  
Importing From Microsoft Excel  
Importing From a Text File  
Linking to an External Source

## **Multi Table Queries**

Understanding Relational Queries  
Creating a Relational Query Design  
Filtering a Relational Query  
Filtering Related Fields  
Adding More Tables and Fields  
Utilising Hidden Fields  
Understanding Query Joins  
Creating an Inner Join  
Creating a Left Outer Join  
Creating a Right Outer Join

## **Aggregation Queries**

Creating an Aggregation Query  
Working With Aggregation Queries  
Multiple Aggregations  
Modifying Aggregation Headings  
Aggregating Calculated Fields  
Applying Criteria to Aggregates  
Understanding Nested Queries  
Creating an Assembly Query  
Creating the Nesting Query

## **Action Queries**

Creating a Make Table Query  
Using a Make Table Query  
Understanding Expressions and Update Queries  
Preparing an Update Query  
Running an Update Query  
Updating Using Expressions  
Running an Expression-Based Update  
Creating a Delete Query  
Running a Delete Query  
Creating an Append Query  
Running an Append Query  
Turning Action Messages Off

## **Database Security**

Understanding Database Trust  
Enabling Blocked Content  
Understanding the Trust Centre  
Creating a Trusted Location

Opening a Database From a Trusted Location  
Encrypting a Database  
Decrypting and Opening a Database  
Removing a Database Password  
Understanding Package and Sign  
Creating a Self Signed Certificate  
Creating a Signed Package  
Extracting and Using a Signed Package

## **Database Wellness**

Compacting and Repairing a Database  
Understanding Database Splitting  
Using the Database Splitter  
Managing Linked Tables  
Checking Object Dependencies  
Analysing Database Performance  
Documenting a Database

## **An Introduction to VBA**

Understanding VBA  
Coding VBA for an Event  
Running VBA Event Code  
Understanding MsgBox and InputBox  
Modifying an Existing Procedure  
Understanding the Modified Code  
Creating a Standard Module  
Loan Simulator Code  
Running the Code  
Understanding the Loan Simulator Code  
Creating a Button for the Simulator  
Attaching the Simulator Code