

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