



Ever wonder why some databases perform so much better than others? Performance and flexibility are tied to the database design. This course will help to demystify the underpinning of the database process.

After completing this class, you will understand table design considerations, data normalization, table relationships, and referential integrity. These issues are keys to competent database design. You will also learn to create database windows and backup table data. This class is an excellent next step to improve your database design skills.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Access 2003 Introduction: Table Design/Data Entry
- Fundamental database skills (type, edit, and locate data in Access tables)

CONTENT

- Backup data
- Create relationships between Access tables
- Define and enforce referential integrity
- Perform cascading updates and deletes
- Normalize data
- Compact/Repair a database
- Name fields appropriately
- Create Lookup Fields
- Use hyperlinks in a Table
- Use appearance properties to improve the appearance of fields or field data (format and input masks)
- Use data entry properties to improve the appearance of fields or field data entry process (default values, validation rules, validation text messages and required field entries)
- Create a database from scratch
- Import tables from another database file
- Import/Export data from Excel
- Link tables
- Rename database objects

PHONE: 602.266.1500
FAX: 602.266.1555

MICROSOFT OFFICE ACCESS 2003
RELATIONAL DATABASE DESIGN
WEBSITE: WWW.TRAININGTOYOU.COM
E-MAIL: INFO@TRAININGTOYOU.COM