

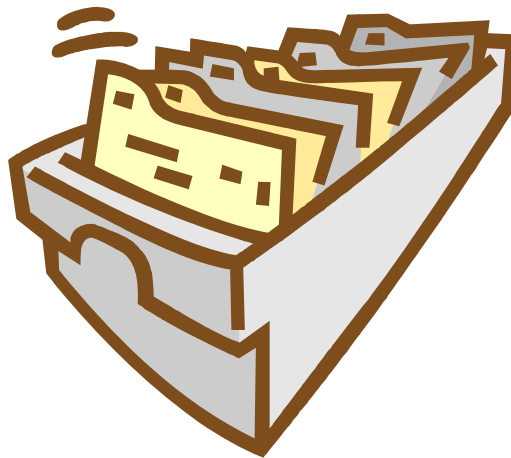
## Database Courses

### Access Complete (up to 15 Hours)

Recommended Prerequisite: Computer Basics, Excel Unit 1  
Price: \$490 or 5 vouchers

This course introduces Access and discusses structure for good database design. Learn how to create databases, construct tables and enter data, import, sort, and delete records, establish relationships, enforce referential integrity, and print relationships. Understand data types, primary keys, and table design. Create a form, enter data in a form, work with form controls and filter and sort data. Generate single and multi-table queries and use the query wizard. Learn how to modify tables in design view, add captions, adjust data types, use default values, and change field properties in tables. Learn to import and export data, use the lookup wizard, input mask wizard, and office clipboard. Generate queries using criteria, multi-table queries, calculated fields, and action queries. Work with forms, explore form sections, bind controls and data, and work with calculated and other types of controls. Work with headers and footers, bound controls, unbound controls, and calculated controls on reports. Learn to conditional formatting, input masks, and lookup fields. Building forms, form properties, control properties, and create subform controls. Learn report properties, and how to group and sort report data. Set database passwords and compact and repair.

We will work with forms, explore form sections, bind controls and data, and work with calculated and other types of controls. Work with headers and footers, bound controls, unbound controls, and calculated controls on reports. Discussion of HTML, data access pages, and hyperlinks. Learn fundamentals of proper database maintenance; compacting and repairing a database, printing database objects, and backing up. Our professional staff will show you how to validate data, optimize data type usage, input masks, and lookup fields. We will create multiple-field primary keys, and discuss join properties and cascading updates and deletions. Building forms, we will learn to change form properties, control properties, and create subform controls. We will produce a switchboard for our database and set startup options. Totals, parameter, and action queries will be created. Learn to work with report properties, group and sort report data, and subreports. Discussion of data access pages and grouping and sorting for the web. Examine security issues, set database passwords, and encrypt and decrypt databases. Learn to replicate databases, link tables, and convert databases.



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816 28th Avenue, Suite 100, Fairbanks, AK 99701

E-mail: [staff@nsctraining.com](mailto:staff@nsctraining.com) • [www.nsctraining.com](http://www.nsctraining.com) • Fax: (907) 452-6717

**(907) 452-7325**