



### Detailed Course outline - Needs analysis

## Contents

### ➤ 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 Relationships Report

### ➤ 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

### ➤ 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
- ✓ 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

### ➤ Macro Techniques

- ✓ Creating A Print Macro
- ✓ Using Conditions To Enhance A Macro
- ✓ Creating A Sequence Of Conditions
- ✓ Understanding The Versatility Of MsgBox
- ✓ Using The MsgBox Function
- ✓ Reconfiguring A Message Box
- ✓ Using The InputBox Function

### ➤ An Introduction To VBA

- ✓ Understanding VBA
- ✓ Coding VBA For An Event
- ✓ Running VBA Event Code
- ✓ 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