



Foundations of Databases: MS Excel and MS Access

The course introduces of creating databases in Access 2010, whether using predefined database templates or building from scratch. This course covers each step of constructing and modifying databases for custom purposes, as well as working with tables, forms, queries, macros, and reports and charts for record keeping and analysis. Exercise files are included with the course. And the key Excel skills, shows how to utilize these skills with in-depth tutorials on Excel functions and spreadsheet formatting. It also covers prepping documents for printing, working with large worksheets and workbooks, collaborating with others, using Excel as a database, analyzing data, charting, and automating and customizing Excel. Exercise files are included with the course.

วัตถุประสงค์

- มีความรู้ความสามารถในการเรียกใช้งานโปรแกรม Microsoft Excel ได้
- มีความรู้ความสามารถในการเรียกใช้งานโปรแกรม Microsoft Access ได้
- สามารถประยุกต์รูปแบบการใช้งานต่างๆ ได้

กลุ่มเป้าหมาย

- บุคคลทั่วไป
- นักเรียน-นักศึกษา

ความรู้พื้นฐาน

- มีความรู้ด้านภาษาอังกฤษพอสมควร
- มีความเข้าใจในระบบคอมพิวเตอร์อยู่บ้าง
- ใช้งานระบบปฏิบัติการ Windows 9x/2000/XP ได้อย่างดี

ระยะเวลาอบรม

- 20 ชั่วโมง (3วัน)



ราคาคอร์สอบรม

- 7,000 บาท (ราคานี้ยังไม่รวมภาษีมูลค่าเพิ่ม)

รายละเอียดหลักสูตร

- Welcome
- What you need to know

1. Understanding Databases

- What are databases?
- Exploring databases and database management systems

2. Database Fundamentals

- The features of a relational database
- Exploring unique values and primary keys
- Defining table relationships
- Describing many-to-many relationships
- Transactions and the ACID test
- Introduction to Structured Query Language (SQL)

3. Database Modeling: Tables

- Introduction to database modeling
- Planning your database
- Identifying columns and selecting data types
- Choosing primary keys
- Using composite keys

4. Database Modeling: Relationships

- Creating relationships
- Defining one-to-many relationships
- Exploring one-to-one relationships
- Exploring many-to-many relationships
- Understanding relationship rules and referential integrity



Microsoft Access 2010

1. Basic Microsoft Access 2010

- Database concepts and terminology
- Starting Access
- Creating a new file
- Trusting a file
- The Quick Access toolbar
- Backstage view
- Exploring ribbons
- Using the Navigation pane

2. Formatting and Appearance

- Entering data into your tables
- Formatting tables
- Finding, sorting, and filtering records

3. Forms

- Creating data-entry forms
- Using the Form Wizard
- Modifying a form in Layout view
- Using Design view
- Setting tab stops
- Adding buttons to a form
- Using navigation forms

4. Queries

- Introduction to queries
- Using the Query Wizard
- Creating a query in Design view with criteria
- Creating wildcard queries



- Creating reusable parameter queries
- Creating yes/no queries
- Creating crosstab queries

5. Using Other Applications with Access

- Importing Excel and text data
- Exporting data into Excel
- Exporting to PDF
- Exporting into a Word Mail Merge
- Publishing to a web browser in HTML or XML
- Sharing via email
- Collecting data over email

6. Access Database maintenance and backup

- Backup your data!
- How to backup your database file
- Online backup recommendations
- Backing up a table

Microsoft Excel 2010

1. Getting Started

- Exploring three common uses for Excel
- Touring the interface
- Finding the commands you need
- Using Backstage view or the File tab
- Maintaining file compatibility

2. Worksheet Basics

- Creating a worksheet
- Techniques for copying and pasting



- Entering data automatically with Auto Fill
- Targeting large data groups
- Changing a worksheet's structure

3. Excel Formula Basics

- Understanding formulas and functions
- Entering data in a worksheet
- Adding numbers manually
- Adding numbers using Sum and AutoSum
- Adding a whole worksheet
- Working with numbers in columns
- Preventing errors using absolute references
- Working with times and dates
- Using IF
- Using SUMIF and AVERAGEIF
- Naming and using cell ranges

4. Essential Formatting

- Formatting numbers and dates
- Applying fonts, background colors, and borders
- Adjusting columns, rows, and text
- Using conditional formatting
- Using custom conditional formatting
- Adding pictures and shapes

5. Advanced Formatting

- Inserting SmartArt
- Coordinating a look using themes
- Applying built-in styles
- Creating and sharing styles
- Using templates



- Creating and using original templates

6. Collaborating with Others

- Importing and exporting data in Excel
- Setting workbook permissions
- Inserting and editing comments
- Sharing a workbook
- Tracking changes
- Saving files in shared locations

Example using Excel and Access to collect result of LAB test

- Setting Up a Database in Excel
- Cleaning Up Your Excel Data
- Financial Functions in Depth
- Charts in Depth
- Pivot Tables in Depth
- Data Validation in Depth
- Advanced Formatting Techniques
- Macros in Depth
- Real-World Projects