

MICROSOFT ACCESS INTRODUCTORY LEVEL COURSE

Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

Duration:

This course can be delivered as a two day course or as individual half day modules

The Basics

- What is a Relational Database?
- Starting up Access and the Navigation Pane
- Opening a database and overview of Database Objects
- Creating a Database

Creating Tables

- Description of Field Data Types
- Field Properties
- Field Size/Format Options
- Setting the Primary Key
- Inserting, deleting and moving a field
- Saving and Closing the Table

Adding and Editing Records in a Table

- Moving through the Records
- Sorting Data
- Modifying the Table Layout

Creating Relationships

- Overview of Relating Tables
- Creating, Editing and Deleting Relationships between Tables

Creating Select Queries

- Adding, Inserting, Deleting and Moving fields in the Query Grid
- Displaying the Query Datasheet
- Changing the Column Heading
- Sorting Data on Multiple Fields
- Hiding Columns to be displayed in the Datasheet
- Setting Criteria for fields
- Creating Calculated Fields
- Creating Text Strings
- Adding Additional Tables to an Existing Query
- Deleting Tables from an Existing Query
- Displaying the Table Names
- Saving and Closing the Query

Creating a Form

- Selecting Controls
- Adding Text and fields
- Aligning Controls
- Working with Control Layouts
- Applying Formats to Controls
- Applying Colours to Controls
- Amending Field Labels
- Copying, Deleting, Moving, Resizing Controls
- Setting Properties for Controls
- Changing the Tab Order
- Creating and Amending Combo Boxes (Drop Down lists)
- Saving the Form

Using the Form

- Adding Records with a Form
- Moving through the Records in a Form
- Sorting Records
- Finding a Record
- Finding & Replacing Specific Data
- Filtering Records

Working with Reports

- Creating a Single Column or Tabular Report
- Creating a Groups/Totals or Summary Report
- Viewing the Report with Print Preview
- Printing the Report
- Displaying Page/Report Headers and Footers
- Increasing the area of a section
- Modifying Sorting and Grouping on Reports
- Adding Summary Fields

Creating Macros & Command Buttons

- Creating a Simple Macro
- Creating a Command Button & attaching a Macro