

Microsoft Access Introduction

2002 / 2003 / 2007

Duration: 2 Days

Who Should Attend / Target Audience

This course has been developed for people wanting to create a simple database to enter and extract data, and create reports.

Prerequisites

Experience using Windows and other Microsoft Office programs (e.g. Excel), including the ability to open and save files.

Learning Outcomes

- Create a new database
- Define and edit tables
- Add, edit and search for data
- Create relationships between tables and query the contents
- Use criteria to customise a query and create a calculated field
- Create professional reports and data input forms

Course Content

Version: 18/12/09

Overview of Access

Menus

Menu Elements
Changing Menu Options
Standard Menu settings
Resetting Menus
Menu Animations
Removing the Animation

Toolbars

Screen Tips
Displaying and Hiding Toolbars

Building a Database

Creating a New Database

Defining Tables

Names and Keys
Creating a Table

The Table Wizard

Field Names
Data Types
The Field Builder
Primary Keys

Working with Tables

Copying and Renaming
Deleting a Table
Modifying the Table Structure
Renaming a Field
Moving and Copying Fields
Deleting and Inserting Fields

Adding Records

Using Data Sheet View
Navigating in a Datasheet
Navigation Buttons

Datasheet Format

Text Font and Size
Font Formatting
Gridlines
Special Effects
Row Height & Column Widths
Hiding and Freezing Columns
Switching Views

Working with Records

Selecting Records and Fields
Moving Columns
Adding and Deleting Fields

Find and Replace Text

Filtering Records

Filter by Selection & by Form
Sorting Data

Relational Databases

Table Relationships

Creating a Lookup
Defining & Adding Relationships
Join a Type
Join Properties
Creating a Value List

Subdatasheet

Expanding and Collapsing
Nested Subdatasheets

Querying A Table

Creating and Customising Using a Wizard
Sorting Records
Customising Query Results
Adding a Field
Saving & Modifying a Query

Queries from Scratch

Adding a Table to a Query
Adding Fields
Saving and Modifying a Query

Summary Queries

Calculations in a Query

Query Criteria

Typing Criteria
'OR' Criteria
'AND' Criteria

Reports

Auto Reports
Previewing the Report
Using a Report Wizard
Choosing the Report Fields
Grouping Levels & Sort Order
Report Layout
Editing the Report Design
Report Page Numbers
Date and Time in Reports
Header and Footer

Forms

Auto Form
Using Form View & Form Wizard
Selecting the Fields
Adding a New Record

Next Level Course: MS Access Intermediate

Availability: In House Closed Group Public