MICROSOFT ACCESS
INTRODUCTION

Create a simple database, enter and extract data and create reports.

ODYSSEY
TRAINING™

An **SGS** Company

A | **2** DAY

Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

Expected outcomes

- Create a new database.
- Define and edit tables.
- Add, edit and search for data.
- Query the data in related tables.
- Use criteria to customise a query and create a calculated field.
- Create professional reports and data input forms.

Who should attend

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

Overview
- database components

Relational database design
- understand and plan the database design
- define tables and fields
- determine relationships

Building a database
- create a database shell
- name conventions
- database file formats (.mdb, .accdb)

Creating a table
- design view
- create fields
- field data types
- primary key
- save a table
- table views

Basic field properties
- field size
- format
- decimal places
- caption
- default value
- required
- indexed

Modifying tables
- move and freeze columns
- add and rename fields

Working with records
- filtering
- sorting
- delete records
- modify a record
- find and replace text

Importing data
- import spreadsheet data

Lookup fields
- create a lookup field
- link to an existing table
- create a value list
- view subdatasheets

Forms
- create an AutoForm
- create a wizard form
- add fields and records
- layout view
- modify form fonts and colours
- control padding and anchoring
- setting basic form and control properties
- modify control placement
- tabbed interface
- navigation

Queries
- create a simple query
- add a table and fields
- sort and view results
- save and modify queries
- use query wizard

Query criteria
- typing criteria
- use LIKE, wildcards and operators
- BETWEEN operator
- multiple criteria
- hiding fields

Simple query calculations
- add a simple expression
- export results to Excel
- print query results

Reports
- create an AutoReport
- preview report results
- report layout view
- modify report fonts, colours and placement
- create wizard report
- design view
- header or footer
- print reports to PDF

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Practical, relevant training developed for the Australian workplace.

1300 793 951
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