

Introduction

Duration 2 days

Pre Requisites

No previous database experience is required.

Objectives

This course is an introduction to the Microsoft relational database, Access. It includes an introduction to database design and terminology, alongside instruction on the database objects e.g. tables, forms, queries and reports. The course lasts two days and comprises a mixture of demonstrations, tutor-led examples and student exercises

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Access Intermediate

- **Tables**

- Creating a Table in Design View
- Opening a Table in Design View
- Inserting and Deleting Fields Setting a Primary Key
- Using Name AutoCorrect
- Cursor Movement & Entering Data
- Highlighting the Table
- Adjusting Field Widths and Heights
- Design View
- Changing Field Size
- Creating a Lookup
- Changing Field Format
- Creating an Input Mask
- Adding a Field Caption
- Setting the Default Value
- Validation Rule & Validation Text
- Required & Indexed Fields
- Freezing and Hiding Columns
- Formatting the Datasheet

- **Sorting and Filtering**

- Find & Replace
- Using Goto
- Sorting
- Filter by Selection & Exception
- Advanced Filtering
- Saving a Filter as a Query

- **Forms**

- Creating a Form
- Sizing and Formatting Fields
- Adding Special Effects
- Using AutoFormat
- Creating a Blank Form
- Using the Form Wizard
- Navigation
- Creating a Form in Design View
- Enlarging the Form Area
- The Grid
- Moving, Copying & Deleting Objects
- Using the Format Painter
- Adding Boxes & Lines
- Using the Form to Add Data
- Concatenating Fields
- Using Conditional Formatting
- Adding Command Buttons

Course Content

- **Introduction**

- What is a Database?
- Designing a Database
- Database Terminology
- Starting Access
- Parts of the Screen
- Keyboard Shortcuts
- Quick Access Toolbar
- The Navigation Pane
- Converting Databases
- Help
- Opening an Existing Database
- Creating a New Database
- Creating a Table in Datasheet View
- Adding/Deleting Fields
- Saving a Table
- Adding/Deleting Records
- Closing a Table
- Exit from Access

Cont...

- **Relationships**
 - Relationships
 - Defining the Join Type
 - Changing & Deleting Links
 - Printing a Relationships Report
 - Sub Datasheets
 - Creating Sub-Forms
- **Queries**
 - Select Queries
 - Parameter Queries
 - Saving a Query
 - Multi-Table Queries
 - Calculations in Queries
 - Action Queries
- **Reports**
 - Print Preview
 - Setting Margins and Orientation
 - Using the Report Wizard
 - Switching Views
 - Enlarging the Report Area
 - Creating a Report in Design View
 - The Grid
- **Additional Features**
 - Sizing, Moving and Copying Controls
 - Formatting Controls
 - Adding Lines and Boxes
 - Autoformat
 - Adding a Logo
 - Report Headers and Footers
 - Sorting and Grouping
 - Adding Totals
 - Exporting to Excel
 - Importing from Excel
 - Merging with Word
 - Adding a Graph to a Report