

Duration 2 days

Pre Requisites

Delegates should be familiar with Windows. 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

Course Content

- **Introduction**

- What is a Database?
- Designing a Database
- Database Terminology
- Starting Access
- Parts of the Screen
- The Office Assistant
- Opening a File
- Creating a New File
- Importing from Word or Excel
- Saving a File
- Quitting from Access

- **Tables**

- Creating a Table
- Cursor Movement and Entering Data
- Highlighting Areas of the Table
- Adjusting Field Widths and Heights

- Design View
- Inserting a Deleting Fields
- Inserting and Deleting Records
- Using the New Object Button
- Freezing Columns
- Moving and Copying
- Deleting a Table

- **Sorting & Filtering**

- Using Find
- Sorting
- Filtering Data

- **Forms**

- Creating a Form
- Using AutoForm
- Using Design View
- Deleting a Form
- Command Buttons

- **Relationships**

- Setting up Relationships
- Showing Relationships in Table Datasheets
- Creating Sub-Forms

- **Queries**

- What is a Query?
- Select Queries
- Multi-Table Queries
- Calculations in Queries
- Parameter Queries
- Action Queries

- **Reports**

- Using AutoReport
- Creating a Report using the Wizard
- Changing a Report in Design View
- Previewing a Report

- **Additional Features**

- Exporting Information to Microsoft Word and Excel
- Database Properties
- Compact and Repair Database
- Database Security
- Changing the Database View