

Access Introduction

Duration: 1 Day

Description

This class covers the essential basics of Microsoft Access. Topics include: opening databases and defining database objects; creating databases manually or using the Database Templates; planning, creating, editing and printing tables; and customising the appearance and design of a table. Students will also learn how to create, manage, and modify table relationships; create filters and queries; and use the wizards to create forms and reports .

Prerequisites

Windows Introduction or equivalent knowledge

Who Should Take This Course?

All users of Microsoft Access.

Objectives

- ✓ Open an existing database and define database objects.
- ✓ Create a database manually or using the Database Templates.
- ✓ Plan and create tables.
- ✓ Edit and print tables.
- ✓ Customise the appearance and design of a table.
- ✓ Create, manage, and modify table relationships.
- ✓ Create filters and queries.
- ✓ Create forms and reports.

Outline

Access Fundamentals

- Introducing Access
- Obtaining Help
- Understanding Database Objects

Creating Databases

- Creating a Blank Database
- Using the Database Templates

Creating Tables

- Creating a Table in Design View
- Creating a Table in Datasheet View
- Using the Table Wizard to Create Tables
- Planning for Multiple Tables

Editing and Printing Tables

- Adding Records to a Table
- Navigating Through a Table
- Selecting and Modifying Records
- Manipulating Data and Printing Tables

Customising Tables

- Customising Columns and Rows
- Changing the Appearance of Data
- Inserting and Deleting Fields
- Using the Lookup Wizard
- Creating Hyperlinks
- Changing Field Properties

Creating Table Relationships

- Introducing Table Relationships
- Editing and Deleting Table Relationships

Creating and Customising Filters and Queries

- Working with Filters
- Understanding Queries
- Creating a Query Using the Simple Query Wizard
- Creating a Query in Design View
- Customising a Query

Introducing Forms and Reports

- Create a user form using the Form Wizard
- Create a report using the Report Wizard