

Microsoft Access

Essentials - 2 Days

Pre-requisites

To gain the most from this course, participants need to have a basic understanding of the Windows operating system and knowledge of at least one other Windows application such as Word or Excel including the ability to open and save files. Any Programming or Database experience would be advantageous.

Description

Do you need to:

- Get a comprehensive understanding of Microsoft Access Databases
- Understand Database Design Techniques
- Design a data table and understand data types
- Enter data and modify table layout
- Understand relationships and relational Databases
- Create queries to answer specific questions
- Create screen layouts (forms)
- Generate and print reports

Aim

This course introduces users to the fundamentals of sound database design using Microsoft Access; create a simple database to enter and extract data and create reports.

Learning Outcomes

At the completion of this course, you should have the skills and knowledge to:

- Create tables to store data with appropriate fields, data types and properties
- Create appropriate links between tables and understand relationship types
- Create user forms
- Generate and print reports

Topics

Key topics covered in this course include:

The Microsoft Access Interface

- Start and Exit Microsoft Access
- Database Fundamentals

Table Design

- Design a Table
- Field Properties
- Table data entry

Lookup Lists

- Create Tables for Lookup Lists
- Creating the Lookup Lists

Finding, Sorting and Filtering

- Sort, Find, Filter, Replace data

Simple Queries

- Creating a Query
- Working with criteria

Normalisation

- 1st, 2nd and 3rd Normal form

Table Relationships

- Importing/Linking Data from other Applications
- Importing Microsoft Access objects from other Microsoft Access files
- Link Access Tables from other Microsoft Access files
- Use the Database Splitter
- Password to a Microsoft Access Database

Applied Queries

- Multi-Table Queries
- Parameter Queries
- Statistical/Totals Queries

Creating and using Forms

- Form Design

Creating and Printing Reports

- Report Design
- Set default margins for New Reports