



Microsoft Access - Basic

Learning Outcomes

At the completion of this courseware participants will be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

Course Prerequisites

Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

Users should be familiar with using a keyboard and mouse.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and a Certificate of attendance.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Access Orientation

- Understanding Microsoft Access
- Start Screen
- Starting Access From The Desktop
- Understanding The Start Screen
- Creating A New Blank Database
- Understanding The Backstage View
- Opening An Existing Database File
- Understanding The Access Screen
- Using The Ribbon
- Working With The Navigation Pane
- Adding Commands To The QAT
- Working With Touch Mode
- Working With A Table
- Working With Other Database Objects
- Closing A Database File

Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating a Lookup Table

- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures

- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database File



Adding Records to a Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment: Adding Records
- Importing From Microsoft Excel
- Adding Transactional Records

Typing Transactional Records

- Adding Transactional Records Using A Form
- Assignment: Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Working With Records

- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Sorting and Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries From The
- Navigation Pane
- Deleting A Query
- Assignment: Creating Queries

Creating and Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

Creating and Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form