Microsoft® Access Introduction

Duration: 2 days

Who should attend this course?

Individuals who are new to using Access and would like an understanding of the features, functions and benefits of using a relational database

Delegates will design and create a database, tables, queries, forms and reports.

Participants should have experience of Windows and have good PC Skills. Knowledge of other Office applications especially Excel is also required.

Course Objectives

Upon completion of this course participants will be able to:

- Understand database concepts and terminology
- Design a database and create tables
- Enter and manipulate data in tables
- Use Access queries to select and analyse information in a table
- Create data forms for viewing and inputting data
- Create multi-table queries and relationships
- Create reports that summarise and group data

Course Outline

Access Basics
- Introduction to database concepts and terminology
- Introducing the new features of 2007
- Working with an existing database
- Access Object

Database Design
- Isolating the function of the database
- Deciding on fields
- Building the database
- Maintenance and usability
- Creating a new database

Creating Tables
- Table templates
- Designing tables
- Adding field names and a field description
- Data types and prefixes
- Field properties
- Setting a Primary Key

Working with Data
- Navigating fields in tables
- Adding, moving through, selecting, editing, saving and deleting records
- Shortcuts for data entry
- Inserting hyperlinks
- Adding OLE data

- Adding Rich Text data

Format the Datasheet
- Changing the row height, column width, front attribute and cell effect
- Create column captions
- Selecting, moving freezing, hiding and un-hiding a column
- Adding a new field

Field Validation
- Limiting field size
- Setting number formats
- Setting date/time formats
- Setting yes/no formats
- Setting default values
- Setting validation rules
- Creating an input mask

Sort and Filter Data
- Sort columns
- Filter by selection
- Filter by form
- The Total Row

Forms
- Create a form using Autoform
- Use the Form Wizard
- Layout a form in design view
- Add labels and controls
- Move and align controls
- Format controls
- Use Layout View
- Explore the stacked and tabular controls
- Use Split forms
- Create a calculated control

Queries
- Introducing the QBE grid
- Simple select queries
- Running queries
- Saving queries
- Sorting Queries
- Numerical operators
- Logical operators
- String operators
- Is Null and is Not Null
- Multiple criteria
- Basing a form on a query

Relationships
- Multi-table queries
- Cartesian cross products
- Making a relationship
- Types of relationship
- Modifying a relationship
- Referential Integrity

Reports
- Use Autoreport
- Use the mailing label wizard
- Create a report using the wizard
- Layout a report in design view
- Add labels and controls
- Position labels and controls
- Format controls
- Explore Layout View
- Use SQL Aggregate function

Further Development

♦ Intermediate Microsoft® Access 2007
♦ Creating & Managing a Project in Microsoft® Project 2007