

Objectives This course introduces attendees to the concepts of Tables, Queries, Forms and Reports in a Microsoft Access database.

Prerequisites Some experience using a modern PC system would be a benefit.

Duration 1 day

The topics covered on the course are,

1 Introduction

- Tour of the Screen
- The Ribbon
- Quick Access Toolbar
- Setting Options

2 Database Creation

- Database Terminology Explained
- Designing a Table
- The Table Design Window
- Field Properties and Data Types
- Setting a Primary Key
- Saving the Table Design

3 Adding and Editing Data

- Working in a Datasheet
- Adding new records
- Deleting existing records
- How the application saves data
- Explanation of the Undo feature

4 Altering the Table Design

- Rearranging Fields
- Inserting & Deleting Fields
- Changing Field length
- Changing Field type

5 Working in a Datasheet

- Font and Cell effects
- Column Width & Row Height
- Hiding & Freezing Columns

6 Simple Queries

- Designing a Query
- The Query Design Window
- Placing Fields in the Grid
- Selecting Records with Criteria
- Saving and Running the Query

7 More Query Features

- Calculating Data during a Query
- Sorting into various orders
- Totalling in a Query

8 Forms Design

- Creating Forms with a Wizard
- The Forms Design Window
- Moving Controls and Labels
- Formatting and Aligning Objects
- Saving and Using the Form

9 Report Design

- Creating Reports with a Wizard
- The Report Design Window
- Understanding Report Sections
- Saving and Running Reports