

Microsoft Access Training

Introduction



Course Objectives

- Understand the fundamental properties of a database
- Understand the major components of Access
- Use the Database Wizard to create a database
- Create, edit and add data to tables
- Search for data
- Design customised forms and reports
- Create Query Tables using a variety of methods
- Understand and create Relationships between tables
- Create Applied Queries

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Course Outline

Fundamentals

- Databases
- Tables
- Database Management
- Starting & Exiting Access
- Creating a Database
- Rules Governing Filenames
- The Database Window
- Opening an Existing Database
- Database Window Views
- An Overview of an Access Database

Tables

- Designing a Table
- Fields and Field Data Types
- Rules Governing Field Names
- The Primary Key
- Datasheet and Design View
- Table Design Guidelines
- Entering Data into a Table
- Managing Objects

Finding Data

- Finding Visually
- Finding by Record Number
- Finding by Value
- Wildcards
- Find and Replace
- Filtering Records
- Filter by Selection and Form

Introductory Forms

- Creating a Form
- Opening an Existing Form

Form Design

- Form Design & Design View
- Mouse Modes
- Selecting, Resizing and Moving Controls
- Grids
- Aligning and Spacing Controls

- Editing Labels
- Deleting Control(s)
- Basic Design Tools
- Formatting Toolbar

Introductory Reports

- Creating a Report
- AutoReport
- Design View
- Formatting
- Aligning Controls

Field Properties

- Field Properties and Size
- Validation Rule and Text
- LookUp Field Properties

Relationships

- Relational Databases
- Foreign Keys
- Relationship Window
- Adding Tables
- Creating a One to Many Relationship
- Saving the Relationships
- Subdatasheets
- Main/Subforms

Building Simple Queries

- Creating a Query
- Design View
- Adding Fields
- Datasheet View
- The QBE Grid
- Sorting
- Logical Operators
- Relational Operators

Applied Queries

- Multi-Table Queries
- Parameter Queries
- Applications in Forms/Reports
- Action, Update & Delete Query