



MICROSOFT ACCESS – INTRODUCTION

A Two Day Course Covers:

- 1. Introduction to Databases**
 - What Are Databases?
 - An Overview of Manual Databases
 - A Comparison with Computerised Databases
 - What is a Relational Database?
 - Designing Tables
 - Primary Keys and Foreign Keys
- 2. Getting Started with Access**
 - Starting Access; Exiting Access
 - Access Opening Screen
 - The Title Bar; The Menu Bar; Toolbars
 - Menus and Submenus; SpeedKeys; Dialogue Boxes
- 3. Getting Help**
 - The Help Screen
 - Getting Help while you Work
 - Wizards
- 4. Creating a Database**
 - The Database Window
 - Creating Table Objects
 - Table Definition Components
 - Field Properties
 - Setting the Primary Key; Saving a Table
- 5. Modifying Table Structures**
 - Making Changes to Fields
 - Linking and Importing Data
 - Importing Data
- 6. Relating Tables**
 - Using Lookup Fields
 - Relationships and Referential Integrity
- 7. Data Entry**
 - Using Datasheet View; Editing Records
 - Keyboard Commands
 - Adding a New Record
 - When Data is Saved;
 - Undoing Changes Made in Error
 - Copying, Moving and Deleting Data
 - Deleting a Record
- 8. Changing the Look of Data**
 - Freezing and Unfreezing Columns
 - Sorting By a Column
 - Changing the Font of Data in a Datasheet
- 9. Searching Tables**
 - The Find Command; Find and Replace
 - Using Filters
- 10. Designing Data Entry Forms**
 - Advantages of Forms in Access
 - AutoForm; Types of Form
 - The Form Wizard; Using AutoForm
 - Working in a Form
 - Creating a Form Using Multiple Tables
- 11. The Form Design Work Surface**
 - The Object Property Sheet; The Field List
 - Toolbars; The Toolbox
 - Working in Forms Designer
- 12. Select Queries**
 - What is a Select Query?
 - What is a Dynaset?
 - Adding Fields; Moving Fields
 - Showing Table Names
 - Criteria; Saving the Query
 - Creating a Dynaset
 - Summarising Data; Table Joins in Queries
 - The Different Join Types
 - Calculated Fields in Queries
 - Expression Builder
- 13. Action Queries**
 - What are Action Queries?; Update Queries
 - Make Table Queries
 - Delete Queries;
 - Append Query
- 14. Reporting In Access**
 - Printing Tables and Dynasets
 - Using AutoReport
 - Using the Report Wizards
 - Changing the Design of Existing Reports
 - The Report Bands
 - Mailing Labels

