

Introduction to Microsoft Access

(2 days)

Aim

To give an understanding of the concepts behind and methods of using and designing Access Tables, Forms, Queries and Reports.

Who should attend

People with little or no experience of Microsoft Access.

Course Content

Overview of Relational Databases

What is a database?

What is a relational database?

Access Objects

Tables, Forms, Queries, Reports, Macros and Modules

Tables

Creating a table in design view

Table structure: Field names and sizes

Data types

Field properties

Inserting fields

Look-up Lists

Indexes

Setting a Primary Key

Editing Data

Selecting fields and records

Adding and deleting records

Useful shortcut keys

Finding data

Find and replace

Relating Tables

Overview: Why relate tables?

Types or relationship

One-to-one

One-to-many

Linking fields

The relationship window

Referential Integrity

Filters

Filtering in tables, Filter by selection

Exporting filtered data

Queries

Creating select queries

The query grid

Query criteria: Wild cards, comparison and logical operators

Summarising data in queries

Aggregate functions

Calculations in queries

Querying multiple tables

Join properties

Forms

Using an existing form

The form screen

Record navigation

Adding records

Creating a form using AutoForm

The form wizard

Mainform and subform

Designing a form: labels and control sources

Selecting and moving

Resizing controls

Formatting controls

Using the toolbox

Reports

Creating a report using the report wizard

Report bands

Designing reports

Creating and formatting controls

Grouping in reports

Calculating totals

Viewing a report in print preview

Printing reports



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