



PREREQUISITES

Delegates attending an Introductory Level Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

COURSE OBJECTIVES

This one day course is designed to give delegates the confidence to use Microsoft Access to create new objects and databases and understand relationships between them.

MICROSOFT ACCESS INTRODUCTION – ONE DAY

Course Content

Introduction

What Is A Database?
Designing A Database?
Database Terminology

Getting Started

Starting Access
The Microsoft Access Interface
Opening A File / Database
Creating A New File / Database
Importing From Microsoft Word / Excel
Saving A File
Quitting From Access

The Help Facility

Office Assistant
Contents / Answer Wizard / Index

Tables

Creating A Table
Cursor Movement
Entering Data
Highlighting Areas Of The Table
Adjusting Field Widths / Heights
Design View
Inserting And Deleting Fields
Inserting And Deleting Records
Using The New Object Button
Freezing Columns
Moving And Copying Data
Undo / Redo
Deleting A Table

Sorting And Filtering A Database

Using Find
Sorting Data
Filtering Data

Forms

Creating A Form
Using AutoForm
Using Design View
Deleting A Form
Command Buttons

Relationships

Relationships
Showing Relationships In Table Datasheets
Creating Sub-Forms

Query

What Is A Query?
Select Queries
Multi-Table Queries
Calculations In Queries
Parameter Queries
Action Queries

Reports

Using AutoReport
Creating A Report Using The Wizard
Changing A Report In Design View
Previewing A Report

Additional Features

Exporting Information To Microsoft Word And Excel
Database Properties
Compact And Repair Database
Database Security
Changing The Database View