



Microsoft Access Basic

Format: Two Days: Max Capacity 6

This course has been developed for people who have little or no knowledge of databases. A reasonable knowledge of the computer and other Microsoft applications will be assumed.

Course Content

Introduction

- What is a database?
- Relational databases
- Definitions of terms used
- Planning a database
- Identify reasons to build a relational database

Overview of Access

- Starting & exiting Access
- Access screen layout & menus
- Accessing help

Creating a New Database

- Creating a table

- Customising data entry
- Data types and formats
- Setting primary keys
- Setting field properties
- Add/Edit fields
- Saving tables
- Entering /Editing/Deleting data
- Understand different types of relationship
- Set relationships between tables

Creating Forms

- Form wizard
- Columnar forms

- Tabular forms
- Entering data in a form
- Modifying a form
- Create a sub form

Queries

- Creating a query
- Sort Fields in a query
- Set up criteria for query
- Used expressions within the query
- Multi Table queries
- Concatenation and Calculation
- Parameter queries
- Change query join types