

Microsoft Access - Level 1

Course Prerequisites

Users should be familiar with using a keyboard and mouse.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Databases – An Introduction

- Datasheets vs. Forms
- Forms - Good vs. Bad

Records and Fields

- Basic Database Structure
- Why multiple tables
- How tables link together
- The 5 essential steps in database design

Components of a Database

- Tables, Queries, Forms, Reports
- Data access pages
- Macros
- Modules
- Object naming convention

The Database Window

- Starting access
- Creating a new database
- Components of the database window
- Design & results views of objects
- Closing the database

Basic Data Entry

- Keyboard navigation
- Navigation buttons
- Record selector icons
- Starting a new record

Editing Data

- Edit mode in a field
- Moving and copying data
- Undoing mistakes
- Deleting whole records

Search & Filter Data

- Sorting data, Finding and Replacing data
- Apply & remove filters

Creating Tables

- Datasheet view
- Table wizard
- Design view

Customising the Datasheet

- Formatting the datasheet
- Sizing rows & columns
- Showing & hiding columns
- Freezing and Moving columns

Creating Basic Queries

- The data source
- Design view
- The design grid (QBE)
- Adding fields
- Sort order
- Fields
- Criteria
- Saving the query

Creating Basic Forms

- Form layouts, Instant forms & Form wizard
- AutoForms from the new form window

Creating Basic Reports

- Report layouts
- Instant reports
- Report wizard
- AutoReports & Mailing labels
- Reports based on queries

Back-Up Principals