Microsoft Access   Introduction

Two Day Course

COURSE OVERVIEW

In a tutor-led learning environment delegates will learn the essential skills necessary for using Microsoft Access.

Features Covered:

Access Orientation
Understanding Access, open an existing database, understand the screen, and navigation pane. Create and manipulate a relational database.
Design and create a lookup database using relationships.

Creating a Database
Understanding how Access stores data, data types, identifying table problems and refining table structures. Creating lookup and transaction tables, primary key. Understanding table relationships.

Table management
Adding fields, understanding field properties, changing formats, indexing fields. Copying and deleting tables.   Adding records and formatting tables. Searching, deleting and printing records. Compacting a database. Understanding table and lookup relationships.

Forms
Creating forms using the wizard, adding, editing and deleting records. Saving form layout, importing from Excel.

Sorting and Filtering
Simple sorting and filtering, sorting on several fields, filtering between dates.

Data Validation
Assigning default values, validation rules, text and numbers, setting required fields

Queries
Understanding queries, applying criteria. Creating a parameter query and using expressions. Sorting query data, using wildcards.

Reports
Creating, previewing and printing reports and changing report layout. Working with grouped and statistical reports.

Relational Database Design
Design and scope, determining inputs, normalising database

AUDIENCE

This course includes the tools and tasks to get started with Microsoft Access.

Delegates will be working with tables, queries, relationships, creating basic forms, reports and how to present data in Access.

OBJECTIVES

After completion of the course delegates should be able to:

- Use Microsoft Access to create and edit a variety of different tables

- Use filtering to highlight specific records from given databases

- Set up data validation and rules.

- Create and modify a variety of different queries and reports from given databases.

PREREQUISITES

No prior knowledge of Access or databases is required. However, delegates are expected to have experience of using Microsoft Windows and the Internet.

COURSE FEE: £595 per person (includes course notes & refreshments)
To make a booking and for all enquiries:
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W: www.ibexeducation.com