

Course Overview



Microsoft ACCESS

2 Days

Introduction

Course Description

This course is designed for those people who want to learn the basics of creating Access databases. You'll learn how to use a design process to organise your ideas and develop your database design. The fundamental principles of Access and the key Access objects will all be explained as you implement your database design in a step-by-step process. Having built the database and created relationships between the tables you will learn how to interrogate it using simple queries. Finally, you will create forms that can be developed into a user interface and create reports to print the information in a presentable format.

Course Objectives

Upon completion of this course, you will be able to:

- Design and develop your ideas for a database
- List and briefly describe the 6 Access objects that are used when creating a database
- Create and modify Access data tables
- Sort and filter tables
- Create and modify simple select queries
- Create and modify action queries
- Create and modify simple forms
- Create and modify simple reports

Course contents

Getting started with Access

- Creating and saving a new blank database
- Touring the Access database objects
- Creating and saving a new blank database
- Closing and opening a database

Creating a relational Database

- Understanding relationship types
- Understanding and implementing referential integrity
- Creating relationships between tables

Designing a database

- Understanding the process for designing and refining your database
- Developing your design into a working "blue-print"

Working with Queries

- Creating and modifying Select queries
- Working with update and delete
- Using the expression builder and the make-table query to create tables derived and calculated from data in existing tables

Working with Access tables

- Creating a table in design view
- Understanding and selecting appropriate data types
- Setting field properties
- Understanding data integrity
- Creating look-up lists
- Assigning a primary key
- Sorting and filtering in datasheet view

Working with Forms

- Creating a simple form using the forms wizard
- Creating a form from scratch
- Adding, deleting and moving controls on a form
- Adding command buttons to a form

Working with Reports

- Using the report wizard to create a report
- Adding, deleting and moving controls in a report
- Printing reports

Who should attend?

To get the best from this course you need to be familiar with Windows™ based software and have a basic idea of what you want to use an Access database for.