

Microsoft Access – Introduction

This course is for new or recent Access users. It explores the structure of the Access relational database and demonstrates the construction and use of all the essential elements: tables, forms, queries and reports.

Introduction to Access

- What is a database?
- Computerising a database
- Designing an Access database
- Defining a data store
- Populating a database
- Extracting information from a database
- Reporting data

Getting Started

- Starting Access
- Access opening screen
- The Title Bar
- The Menu Bar
- Toolbars
- The Status Bar
- Menus and Submenus
- SpeedKeys
- The Database Window
- Scroll Bars
- Exiting Access

Getting Assistance

- Using the Office Assistant
- Getting help without the Office Assistant
- Manipulating the help Window
- Help for screen objects - ScreenTips

Creating Tables and Adding Records

- Creating a table using the Table Wizard
- Datasheet view
- Adding a record
- Saving changes
- Moving around the datasheet
- Finding a record
- Modifying and deleting records

Designing Table Structures

- Table design - hints and tips
- Creating tables
- Switching between views
- Saving tables
- Field properties
- Field size property
- Format and input mask properties
- Caption property
- Default value property
- Required property
- Allow zero length property
- Indexed property

Working with Data

- Sorting data
- Filtering data
- Using advanced filters

Forms

- What is a form?
- Using AutoForm to design forms
- Using Wizards to design forms
- Entering data using a form

Basic Queries

- What is a query?
- Creating a query
- Modifying a query
- Restricting records returned by a query
- Simple calculated fields
- Summary queries

Basic Reports

- Reporting from Access
- Printing from datasheet view
- AutoReports
- Designing a report Using Report Wizards
- Label reports
- Modifying reports