

Access Introduction / Intermediate – 2 day



Course Objectives

Learn the fundamentals of using Access. By the end of this course, students will be able to describe and create databases, access, view and process data using queries, produce forms for data entry and view data in report format.

Prerequisites

It is recommended that students have basic experience with the Windows operating system. They should also have a familiarity with other Microsoft Office applications, preferably to an intermediate level.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Qualification

Following the Access Introduction/Intermediate and Access Advanced courses and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Access 2007 (77-605)**.

Access 2007 Orientation

- Understanding Access 2007
- Starting Access 2007
- Understanding The Getting Started Screen
- Opening An Existing Database File
- Understanding The Access 2007 Screen
- Working With The Navigation Pane
- Working With A Table
- Working With Other Database Objects
- Closing A Database File

Designing A Lookup Database

- How Access Stores Data
- Access 2007 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating A Lookup Database

- Creating A New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing A Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures

- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database

Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working With Validations

Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Viewing Table Relationships
- Understanding Table Joins
- Editing Table Joins
- Creating A New Join
- Creating A Relationships Report

Adding Records To A Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment - Adding Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
- Transactional Records Using A Form
- Assignment - Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Working With Records

- Table Navigation
- Editing Records In A Table
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Search In A Field
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Formatting Tables

- Changing Column Widths
- Formatting Cells In The Table
- Changing Fonts
- Moving Columns In A Table
- Freezing Columns In A Table
- Hiding Columns In A Table
- Unhiding Columns

Sorting And Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries Via The Navigation Pane
- Deleting A Query
- Assignment - Creating Queries

Querying Techniques

- Modifying A Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using A Range Expression
- Querying Opposite Values
- Moving Fields In A Query
- Sorting Query Data
- Removing Fields From A Query
- Querying Using Wildcards
- Problem Characters
- Querying With A Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values

Creating And Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form
- Practice Exercise

Creating And Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing and Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports