

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 MS Office applications, preferably to an intermediate level.

Exercises

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

Database Concepts

- Provide a description of a database
- Describe the differences between a flat file and a relational database

Introduction to Access

- Start Access
- Open and navigate through an Access database

Planning and Designing a Database

- Create a new blank database

Creating Tables to Store Data

- Create a table using a variety of methods
- Primary Keys
- Field Properties

Importing Data

- Import tables from another Access Database
- Import Data from one table to another

Creating Table Relationships

- Define a relationship between two tables
- Print the relationships within the database

Entering and Viewing Data in Tables

- Enter, edit and delete data within a table in datasheet view
- Use timesaving tools to assist with data entry

Analysing Data Using Queries

- Sorting data in a query
- Using different criteria to find records e.g. all employees in Guildford
- View and extract selected data using single and multiple table queries

Creating Calculated Fields in Queries

- Perform simple calculations
- Join text fields using queries
- Use the Top Values feature

Creating Forms to View and Edit Data

- Create a form for data input
- Sort, find and filter data in a form

Editing Data Using Forms

- Input and edit data using a form
- Sort, find and replace data in a form

Customising Forms

- Modify the layout and content of your form

Working With Reports

- Create a report to print data
- Preview and print data in a report