

**Access Introduction / Intermediate – 2 days**



**Course Objectives**

At the completion of this course you should be able to:

- understand how **Access** is used and how to navigate around it
- design a database with lookup tables
- create a database structure using **Access**
- modify the structure of an existing table
- set table relationships and join tables together
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in **Access** to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- export records to and import records from a wide variety of sources and applications
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create queries based on one or more tables
- create and use parameter queries
- create calculated queries
- create meaningful reports from tables
- create and use forms.

**Prerequisites**

It is assumed that delegates have little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment

**Exercises**

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

**TOPICS**

**Getting to Know Access**

- Understanding Microsoft Access
- Starting Access From the Windows Start Screen
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2013 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access

**Designing a Lookup Database**

- Understanding How Access Stores Data
- Understanding Access 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

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**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 File

**Setting Table Relationships**

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up the Employees Table
- Looking Up the Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing the Employee Table Join
- Editing the Expense Type Table Join
- Creating a New Join
- Creating a Relationship 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
- Adding Transactional Records Using a Form
- Assignment Adding Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

**Data Validation**

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

**Working With Records**

- Table Navigation
- Navigating to a Specific Record
- Editing a Record
- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing
- Printing Records From a Table
- Compacting a Database

**Formatting Tables**

- Changing Column Widths
- Formatting Cells in a 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

**Importing and Exporting Records**

- Exporting Records to Microsoft Excel
- Exporting Records to a Text File
- Importing From Microsoft Excel
- Importing From a Text File
- Linking to an External Source

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**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 From 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
- Querying for Uniqueness

**Multi Table Queries**

- Understanding Relational Queries
- Creating a Relational Query Design
- Filtering a Relational Query
- Filtering Related Fields
- Adding More Tables and Fields
- Utilising Hidden Fields
- Understanding Query Joins
- Creating an Inner Join
- Creating a Left Outer Join
- Creating a Right Outer Join

**Parameter Queries**

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions
- Using Parameters With Wildcards

**Calculations in Queries**

- Creating a Calculated Field
- Formatting Calculated Fields
- Summarising Data Using a Query
- Changing the Grouping
- Calculating With Dates
- Using Criteria in Calculations
- Concatenating String Fields

**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

**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