Microsoft Access Foundation

Overview

For anyone seeking a basic understanding of using or designing an Access database.

On completion of the course delegates will be able to:

- Understand the principals involved in designing an Access database;
- Be able to create data tables; and
- Know how to manage, interrogate and print data using database objects.

Course Content

Creating Database Tables

- Concepts of database table design
- Using Table Design View
- Setting field types
- Setting basic field properties

Editing and Organising Data in Tables

- Adding and editing records
- Sorting and filtering data
- Finding/replacing data

Introduction to Queries

- Creating queries using Design View
- Sorting, re-arranging and hiding fields in a query
- Adding criteria to a query
- Parameter Query
- Calculations in Queries

Creating Basic Forms

- Creating a form in Layout View
- Editing a form design in Layout View
- Working with data in a form
- Creating a form using the Form Wizard

Creating Basic Reports

- Creating a report in Layout View
- Editing a report design in Layout View
- Creating a report using the Report Wizard

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