Access Introduction

Course Duration

2 Days

Objectives & Expected Outcomes

To be able to: Plan, design and create a relational database; Enter, edit, sort and filter data; Use queries to extract and manipulate data; Build forms to display and edit data using custom controls Create reports to summarise and output data.

Pre-Requisites

Being familiar with Windows and the Office Environment will be advantageous, but not required to complete the course

Subjects

Getting Started

Understanding database terminology | Working with the Access interface | Navigating multiple windows | Creating a new database | Using the Help tools

Designing a Database

Structuring a table | Using appropriate data types | Modifying field properties | What is a relational database? | Using Primary and Foreign Keys | Relationships and referential integrity | Understanding and using different Join types | Viewing related records | Using Indexes

Adding and Entering Data

Adding new data to a table | Editing existing data | Finding data | Sorting and filtering data | Deleting data | Importing data from other sources

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Interrogating Data Using Queries

Creating Select Queries | Sorting data | Adding criteria using a variety of data types | Working with more complex criteria | Querying related tables | Modifying Join types to cross reference data | Using Parameters to improve flexibility | Performing calculations

Working with Other Query Types

Updating data using Update Queries | Deleting data using Delete Queries | Archiving data using Make Table queries | Copying information between tables using Append Queries | Summarizing data using Total and Cross Tab queries

Creating and Customising Data Forms

Creating data entry forms | Entering and editing data via a form | Formatting form items | Using form sections appropriately | Modifying form and form item properties | Adding custom Windows controls to a form | Adding calculated items to a form | Displaying related data via sub-forms

Creating and Customising Reports

Creating simple reports using the Report Wizard | Formatting report items | Using report sections appropriately | Modifying report and report item properties | Adding custom Windows controls to a report | Adding calculated items to a report | Displaying related data via sub-reports | Sorting and grouping data

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