



## MICROSOFT ACCESS – INTRODUCTION

*Course Duration: 2 Days*

### 1. Introduction to Databases

- What Are Databases?
- An Overview of Manual Databases
- A Comparison with Computerised Databases
- What is a Relational Database?
- Designing Tables
- Primary Keys and Foreign Keys

### 2. Getting Started with Access

- Starting Access; Exiting Access
- Access Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- Menus and Submenus; SpeedKeys; Dialogue Boxes

### 3. Getting Help

- The Help Screen
- Getting Help while you Work
- Wizards

### 4. Creating a Database

- The Database Window
- Creating Table Objects
- Table Definition Components
- Field Properties
- Setting the Primary Key; Saving a Table

### 5. Modifying Table Structures

- Making Changes to Fields
- Linking and Importing Data
- Importing Data

### 6. Relating Tables

- Using Lookup Fields
- Relationships and Referential Integrity

### 7. Data Entry

- Using Datasheet View; Editing Records
- Keyboard Commands
- Adding a New Record
- When Data is Saved;
- Undoing Changes Made in Error
- Copying, Moving and Deleting Data
- Deleting a Record

### 8. Changing the Look of Data

- Freezing and Unfreezing Columns
- Sorting By a Column
- Changing the Font of Data in a Datasheet

### 9. Searching Tables

- The Find Command; Find and Replace
- Using Filters

### 10. Designing Data Entry Forms

- Advantages of Forms in Access
- AutoForm; Types of Form
- The Form Wizard; Using AutoForm
- Working in a Form
- Creating a Form Using Multiple Tables

### 11. The Form Design Work Surface

- The Object Property Sheet; The Field List
- Toolbars; The Toolbox
- Working in Forms Designer

### 12. Select Queries

- What is a Select Query?
- What is a Dynaset?
- Adding Fields; Moving Fields
- Showing Table Names
- Criteria; Saving the Query
- Creating a Dynaset
- Summarising Data; Table Joins in Queries
- The Different Join Types
- Calculated Fields in Queries
- Expression Builder

### 13. Reporting In Access

- Printing Tables and Dynasets
- Using AutoReport
- Using the Report Wizards
- Changing the Design of Existing Reports
- The Report Bands
- Mailing Labels