
Access is a relational database management system that allows information to be stored in tables that are related to one another. Instead of managing data manually, a database can be set up in Access from which information can be easily managed. This allows information to be organised, retrieved and analysed quickly and effectively.

This course is suitable for anyone new to Microsoft Access and also for those who may currently use a Microsoft Access Database from time to time but have a limited working knowledge of the application. Over one day, we will create a single table MS Access database, enter & edit data both directly in the table and through the use of forms.

We will then manipulate records within the Data Sheet and form and move onto to creating and saving queries. Finally we will also look at how to create reports in order to produce the extracted required in the most professional format. On completion of this course, it is recommended that you also complete the MS Access Stage Two programme as in Stage Two we will cover multiple table databases creating relationships between the tables to fully harness the power of Access.

Access Basics

- ✓ Understanding Databases
- ✓ Opening a Database
- ✓ The Database Window
- ✓ Creating a simple Database
- ✓ Saving a Database
- ✓ Closing a Database

- ✓ Filter By Form
- ✓ Understanding Queries
- ✓ Creating and Running a Query
- ✓ Query Design View
- ✓ Simple Query Wizard
- ✓ Specifying Multiple Criteria
- ✓ Creating a parameter query

Tables

- ✓ Understanding Tables
- ✓ Creating a Table in Design View
- ✓ Working in Datasheet View
- ✓ Creating Fields and changing Field Properties
- ✓ Using the Table Wizard
- ✓ Adding Records
- ✓ Inserting and Deleting Records
- ✓ Finding and Editing Records
- ✓ Sorting Records
- ✓ Formatting Tables
- ✓ Previewing and Printing Tables

Forms

- ✓ Understanding Forms
- ✓ Creating Forms
- ✓ Working in different Form Views
- ✓ Working with Controls
- ✓ Adding Command Buttons
- ✓ Adding Graphics

Reports

- ✓ Introduction to Reports
- ✓ Creating Reports
- ✓ Modifying Reports
- ✓ Working in different Report Views
- ✓ Adding Graphics

Filters and Queries

- ✓ Working with Filters
- ✓ Filter By Selection

Keyboard Shortcuts