

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 designed for those who are had limited experience with MS Access or those who are new to Access but already have a good working knowledge of other Microsoft Applications. We will cover both the Stage One and Stage Two content (usually 2 days) over one day.

We will begin by creating a single table MS Access database, entering & editing 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. Following this we will also look at how to create reports in order to produce the extracted data in the most professional format.

We will then move on to more advanced content – creating a multiple table database and building relationships between tables. We all also look at some of the more advanced field and table properties and further manipulate data through writing calculations in tables and forms. We will also look at collaborating with other MS Office applications – importing from and exporting to Excel.

Access Basics

- ✓ Understanding Databases
- ✓ Creating a simple Database
- ✓ Saving a Database
- ✓ Closing a Database

Tables

- ✓ Understanding Tables
- ✓ Creating a Table in Design View
- ✓ Working in Datasheet View
- ✓ Creating Fields and changing Field Properties
- ✓ Adding Records
- ✓ Finding and Editing Records
- ✓ Sorting Records
- ✓ Formatting Tables

Filters and Queries

- ✓ Filter By Selection & By Form
- ✓ Understanding Queries
- ✓ Creating and Running a Query
- ✓ Query Design View
- ✓ Creating a parameter query

Forms

- ✓ Creating Forms
- ✓ Working in different Form Views
- ✓ Working with Controls

Reports

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

Table Relationships

- ✓ Database Design Fundamentals
- ✓ Creating Primary and Foreign Keys
- ✓ Creating Relationships between tables
- ✓ Enforcing Referential Integrity

Forms

- ✓ Changing Form Properties
- ✓ Creating a Form that contains a Sub-Form
- ✓ Adding an option group to a form
- ✓ Add a calculated field to a form

Importing and Exporting Data

- ✓ Importing Data from an Excel Worksheet
- ✓ Exporting Data to MS Excel

Adding the Finishing Touches

- ✓ Creating a Control Form
- ✓ Hiding the Database window from users