Access Fundamentals

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Database Basics

- Introducing Databases
- The Access Objects

Navigation & Data Entry

- Opening Tables
- Navigating in Datasheet View
- Searching & Finding Records
- Adding & Deleting Records
- Selecting in a Table

Creating Databases & Defining Tables

- Database Design Techniques
- Creating & Saving a Database
- Creating Tables
- Inserting, Deleting & Moving a Field
- Changing the Data Type
- Modifying Field Properties

Relationships & Lookups

- What is a Relational Database?
- Relationship Types
- Primary & Secondary Key Fields
- Creating a Relationship
- About Lookups
- Referential Integrity

Working with Data in Tables

- Changing the Look of Data
- Sorting in Tables
- Formatting Datasheet View
- Filtering Data

Queries

- Creating & Running Queries
- Adding Criteria to Queries
- Understanding Query Dynasets
- Multi-Table Queries
- Setting Field Properties

Forms

- AutoForms & the Form Wizard
- Multi-Table Forms
- Designing Forms
- Formatting Controls
- Control Properties

Reports

- Creating Reports using Report Wizard
- Creating Mailing Labels
- Report Sections
- Form Design vs Report Design
- Summary Reports

Printing in Access

- Printing from Tables & Queries
- Printing Forms & Reports

Course Duration: 2 Days

Price Per Delegate: £495
(Public Scheduled Course)

Price Per Course: £1,395
(On-Site at Customer Premises)

Suitable For:
Those who need to design and create basic databases in Microsoft Access.

Learning Outcomes:
By the end of the course, delegates will be familiar with the concepts of a relational database and be able to create a multi-table database. They will be able to interrogate and present data using queries and reports and create simple Access Forms to view and input data on screen.

Prerequisite Skills:
Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close. Familiarity of either Word or Excel is useful, but not essential.