

Access Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Basics

database terminology • relational databases • starting access • areas of the screen • opening an existing database file • creating a new database file • the database window

Using Tables

the table window • adding a record • deleting a record • searching for specific records • copying information • editing data in a field • sorting records • resizing columns and rows • moving field columns • freezing & unfreezing columns • hiding & unhiding columns

Creating A Database Table

creating a table • the Primary key • data types for fields in a table • adding a field to an existing table • input masks • data validation • field properties • saving your table design

Setting Relationships Between Tables

types of relationships • creating the relationships • enforcing referential integrity

Database Forms

creating a form with the wizard • entering & editing information • adding & removing controls • changing a controls appearance • editing the form layout • creating a combo box • saving a form

Querying Information

creating a single table query • creating a multiple table query • adding criteria to select the records required

Creating Reports

creating a Report with the wizard • previewing and printing a report • creating a grouped & totals report • changing the appearance of a report