



ACCESS 2007

1 day course: 9.30am – 5pm

Microsoft Access is a powerful and versatile database management tool. By the end of the course, delegates will be able to design and use an Access database by creating tables, queries, forms and reports. It is a hands-on course containing varied and relevant exercises for delegates to practise and reinforce the techniques learnt.

USING AN ACCESS DATABASE

- Creating a database
- Using tables
 - Moving around the table
 - Adding, editing, selecting and deleting records
 - Cutting, copying and pasting data
 - Finding, sorting and filtering records
 - Printing
- Using forms, queries and reports
- Deleting database components

CREATING TABLES

- The table design window
- Adding and deleting fields
- Data types
- Table design and data integrity
- Setting the primary key
- Field properties
 - Format
 - Caption
 - Default value
 - Required
 - Validation rules
- Lookup values

CREATING REPORTS

- Creating simple reports
- Creating groups and total reports
- Modifying reports

ASSUMED KNOWLEDGE:

Delegates attending this course should be familiar with PCs and have experience of using other Microsoft Office applications, such as Word or Excel. No prior experience of Access is required.

CREATING FORMS

- Working with controls
- Control Layouts
- Moving and sizing controls
- Setting the tab order
- Formatting controls

CREATING QUERIES

- What can you do with queries?
- Creating queries
- Adding fields to the query grid
- Rearranging and deleting fields
- Viewing the results
- Specifying the sort order
- Specifying criteria
 - Entering and removing criteria
 - Comparison operators
 - Between, Like, Not operators
 - Multiple criteria
 - Is and Null operators
 - Date function
- Creating parameter queries
- Using the And and Or operators
- Showing and hiding columns
- Using the asterisk
- Using queries