ACCESS

SOFTWARE SKILLS TRAINING

COURSE OVERVIEW

You will learn how to:

- Create a database structure

- Create the main database table

- Enter and import data

- Create a form and change design

- Add tables and create relationships

- Design queries

- Create reports

Level: 2

Duration: 3 hours

Creating a database Structure
- Planning your overall database structure.
- Planning multiple tables within the structure.
- Defining primary keys in each table.
- Decide the type of table relationships.

Creating the main database table
- Create a new main table in design view.
- Add field names and data types.
- Setting field properties.
- Setting input masks.

Entering and importing data
- Enter data into the table layout.
- Import data into the table.
- Make adjustments to the table design.

Creating a form and changing the form design
- Create a form using autoform.
- Add new records to the form.
- Changing controls and labels.
- Moving controls and labels.
- Adding new controls to the form, text boxes, labels, links, option groups, combo boxes, list boxes and check boxes.
- Setting form properties.
- Setting the tab order.
- Change sections on a form.
- Add images onto the form.

Adding tables and creating relationships
- Create additional tables.
- Setting the relationships between the tables.
- View table relationships.

Design queries
- Create queries from single and multiple tables.
- Position fields in the query design.
- Set sorting options.
- Choose to display fields in query result.
- Set a range of criteria options.

Creating reports
- Create a new report based on a table or a query.
- Use the report wizard.
- Change the layout of a report in design view.