



COURSE OVERVIEW

You will learn how to:

- Get started with Access
- Examine database structure
- Work with Access Tables
- Work with Access forms
 - Create queries
 - Create reports
- Create a database table
 - Create a form

Level:
1

Duration:
3 hours



Getting Started

- Key concepts of a database.
- Examine Access tables, queries, forms and report objects.
- Examine different methods of viewing data.

Examining Database Structure

- Access tables and relationships.
- Field names, data types and properties.
- Viewing form structure and design.
- Viewing report structure and design.
- Viewing query structure and design.

Working with Access Tables

- Using table datasheet view and design view.
- Adding, editing and deleting records.
- Sorting and finding records.

Working with Access Forms

- Moving between fields and records in form view.
- Sorting data in form view.
- Finding data in form view.
- Adding, editing and deleting records.

Filtering Records

- Examine a range of different types of filters in table datasheet view and form view.
- Apply a range of filters to data to extract specific criteria.

Creating Queries

- Running an existing query.
- Create a query in design view.
- Create a query using the query wizard.
- Changing the query design.
- Queries based on several tables.

Creating Reports

- Running an existing report.
- Create a new report based on a table or a query.
- Use the report wizard.

Creating a Database Table

- Enter field names and descriptions.
- Choose data types.
- Set field properties.

Creating a Form

- Create a form in design view.
- Create a form using the form wizard.
- Make changes to the design of the form.

