
Microsoft Access Introductory

Course objectives

This extremely practical 1-day course introduces the delegate to Microsoft Access. It will provide “hands on” experience of many of the features found in this product.

Target Audience

For people who are new or recent users of Microsoft Access, or any other database.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introductory Course or knowledge gained from their own experience. No knowledge of Microsoft Access is expected.

Course Agenda

Fundamentals

- Menus
- Toolbars
- The Taskbar
- Help

Databases

- Database Principles
- Create a New Database
- Open an Existing Database
- Database Views
- Save and Close a Database

Tables

- Create a Table
- Change Field Properties
- Move Around in a Table
- Change Column Width
- Change Row Height
- Freeze, Move and Hide Columns
- Format a Table
- Preview and Print a Table
- Find Specific Text
- Add, Edit and Delete Records
- Use Undo to Correct Errors
- Use Shortcuts to Enter Data

Sort and Filter Data

- Sort Records
- Filter by Selection
- Filter Excluding Selection
- Filter by Form
- Filter for Specific Text
- Advanced Filters/Sort

Queries

- Ranges of Values
- Patterns
- Non-Matches
- Current Date Query
- And Queries
- Or Queries
- Multiple Table Query

Forms

- Create, Edit and Format Forms
- Use Auto-Form
- Add and Delete Records
- Preview and Print a Form

Reports

- Create a Report
- Use Auto-Report
- Preview and Print a Report