

Rock Solid Training Course Profile

Microsoft Access Introduction

Two Day Course

Who is this training course suitable for?

Our Access Microsoft Training Introduction course is suitable for complete beginners to Microsoft Access.

Prerequisites

A working knowledge of Windows is required, or our Microsoft Windows Introduction course. No experience of MS Access is required.

Benefits

At the end of this course you will have a good working knowledge of Access training basics. You will feel more confident using Access, and be able to create a database from scratch. Understanding and using tables, fields and records and the rules for entering your data is the foundation from which you can create simple queries, use forms and, ultimately create reports.

After completing this word course you will be prepared to attend the Access Intermediate training course.

Course Syllabus

Introduction to Databases

What is a Database?

Creating Tables

The Database Control Windows

Creating Table Objects

Defining, Creating & Editing Table

Components

Setting the Primary Key

Using Field Properties

Applying Indexes

Saving a Table

Data Entry

Using the Datasheet View

Manipulating Datasheet View

Adding & Editing Records

Undoing Changes made in Error

Copy, Moving & Deleting Data

Creating Forms

Using AutoForm

Creating & Working in a Form

Effective Form Design

Enhancing & Manipulating Forms

Using the ToolBox & the Field List

Using Option Groups, Combo Boxes & List

Boxes

Understanding & Manipulating Field

Properties

Basic Calculations in Forms

Applying Formulae & Functions in Forms

Search Facility in Forms

Using the Find Command

Amending & Deleting Data in a Form

Relational Database Design

Principles and Good Practice

Creating & Editing a Relational Database

Types of Relationship

Referential Integrity

Data Exchange

Importing Data from External Sources (Excel)

Performing Mail Merges from Access

Mailing Labels from Access

Select Queries

What is a Select Query?

Applying Criteria

Multiple Tables & Relationships in Queries

Calculated Fields in Queries

Parameter Queries

Summarising and Grouping Data

Action Queries

What are Action Queries?

Make Table & Update Queries

Append & Delete Queries

Reporting in Access

Types of Reports

Using Report Wizard

Tabular & Groups/Totals Reports

Manipulating & Enhancing Reports

Combining Queries and Reports

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