

Grapevine Computing

Access - Introduction to Access

Duration: One day

Overview - This tutor led course will take the user through the entire process of designing and building a basic database. During the course of the day, the user will design and build a basic database complete with queries to search for information within the database, forms to input data and reports to print off the results. In short, this course covers the basic concepts needed for the creation or modification of any Access database.

Who Should Attend - This course is aimed at existing users of Access who primarily use the system for data input but who wish to understand how their system was created or for users who are going to need to start amending or adapting an existing database or for new users who wish to understand how to design, build and start using a database.

Content

Designing a Database

- Understand what needs to be included
- Understand the design process
- Good planning
- Getting help

Building Tables

- Creating a database shell
- Understanding the database window
- What are objects?
- Creating tables
- Setting field properties
- Creating a primary key

Working with Tables

- Opening an existing database
- Opening an existing table
- Adding and deleting records
- Moving around tables
- Resizing columns and moving field columns
- Freezing and unfreezing columns
- Hiding and unhiding columns
- Searching for records
- Using find and replace

Table Relationships

- Creating Table Relationships
- Enforcing Referential Integrity
- Cascade Delete and Cascade Update
- Join Types
- Deleting Relationships
- Editing Relationships

Working with Forms

- Using the Form Wizard
- Different Form Types
- Using a Form to enter Data
- Modifying the layout of a Form
- Adding Combo boxes
- Changing the Tab order

Creating Queries

- Using the Query Wizard
- Using Select Query
- Criteria examples
- Sorting Data

Creating Reports

- Using the Report Wizard
- Modifying a Report
- Grouping and Sorting Data
- Printing Reports

Getting Help

- Using the Help Assistant
- Changing the Help Assistant
- Using the Task Pane

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Access – Creating Complex Queries, Forms and Reports

Duration: One day

Overview - This course takes query design further than that covered in the Introduction course and looks at more complex queries, forms and reports to add further functionality to your database. The emphasis on this course is on queries and how you can effectively extract data from your database. Users are also taught how to create a simple menu driven navigation system.

Who Should Attend - Users should be familiar with the content of the Introductory course or comfortable creating a basic database and simple queries. The prime aim of this course is to introduce users to more complex queries to better extract data from the database.

Content

Improving Table Design

- Using Input Masks
- Adding the current date and/or time automatically for new records

Querying Information in a Database

- Creating select queries
- Specifying criteria
- Creating parameter queries
- Adding calculated fields
- Calculating totals in queries
- Creating crosstab queries
- Using dates in queries
- Joining fields

Action Queries

- Make table queries
- Delete queries
- Update queries
- Append queries

Creating Multiple Table Queries

- Creating relationships
- Outer & inner joins
- Query properties

Creating and Customising Reports

- Sorting and grouping data
- Creating a grouped report
- Modifying a grouped report
- Group headers & footers
- Range and interval grouping
- Printing properties
- Calculating totals

Creating and Customising Forms

- Editing controls
- Calculated controls
- Properties of controls
- Sizing and aligning controls
- Setting a forms properties
- Using forms and sub forms
- Adding combo and list boxes
- Adding command buttons
- Creating a navigation system

General Topics

- Compacting & repairing a database