

Microsoft Access

Overview

This one day course will equip delegates with the skills to design a presentation from scratch and implement Microsoft Access into their working role. Below is an overview of the topics that are covered.

Course Content

What is a database

- What is a relational database (not building one)

Tables

- The editing keys
- Modifying data
- Deleting data
- Adding new data
- Searching for records to modify
- Changing the table / query view
- Moving columns
- Sizing columns
- Side reference areas
- Changes to fonts and gridlines
- Printing table data

Queries and simple related queries

- Selecting fields
- Filtering records (search criteria)
- Creating ad-hoc relationships
- Derived fields and the expression builder
- Formatting field calculated fields
- Printing queries
- Basic query types
- Select queries
- Summary aggregate queries*

Reports

- Basic columnar reports and using report wizard
- Creating custom reports
- Adding grand totals
- Adding dates and page numbers
- Derived field types in reports and field properties*
- Grouping and sub totalling*

Forms

- Using the wizards
- Modifying forms*
- Using and creating filters in forms
- Query by selection
- Filter by form
- Using data entry forms

Relationships

- Pre-defined
- Referential integrity
- Normalisation

Queries

- Relational queries
- Grouping queries
- Text processing functions
- Conditional functions (optional)

Forms

- Modifying forms
- Combo boxes and list boxes
- Option groups
- Putting totals on to forms
- Using tabs on forms
- Setting tab order
- Adding fields onto forms
- Sub forms

Reports

- Grouping reports
- Totals and subtotals
- Graphs
- Sub reports

Extending form usage

- Custom data entry forms
- Sub forms and graphs in forms
- Using unbound forms and controls
- Using aggregate functions in forms and reports
- Using advanced functions in forms, reports and queries
- Using controls and control properties

Action queries

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

Imports, exports and attachments

- Mail merge to Word

Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.