



Ms Access Introduction

Duration - Two Days

PRE-REQUISITES & OBJECTIVES

This course is aimed at new users of Access. No previous experience is necessary, but knowledge of the Windows Environment and using a mouse is necessary.

By the end of the course, users should be capable of creating a database, making effective use of its capabilities and developing new reports and queries.

Main Features of the Course Include:

INTRODUCTION TO DATABASES?

- ◆ What is a Database ◆
- ◆ Concepts & Terminology ◆
- ◆ Importance of good Database Design ◆ Planning a Database ◆
- ◆ What is a Relational Database? ◆

THE DATABASE

- ◆ The Opening Screen ◆ The Common Windows Interface ◆ Pull-Down Menus ◆
- ◆ Using the Context-Sensitive Help Facility ◆ The Database Window ◆
- ◆ Understanding the six main Objects - Tables, Queries, Forms, Reports, Macros & Modules ◆

TABLES

- ◆ Creating a Table ◆ Adding & Naming Fields ◆ Setting Field Properties ◆
- ◆ Setting a Primary Key ◆ Saving a Table ◆
- ◆ Working in Datasheet View ◆ Printing a Table ◆
- ◆ Defining Relationships ◆

QUERIES

- ◆ What is a Query? ◆ Creating a Query ◆ The Query Window ◆
- ◆ Adding Fields to a Query ◆ Viewing a Query's Datasheet ◆
- ◆ Working with Dynasets ◆ Specifying Criteria ◆ Choosing the Sort Order ◆
- ◆ Opening, Saving & Printing Queries ◆

FORMS

- ◆ What are Forms? ◆ Creating Forms ◆ Using the Form Wizard ◆
- ◆ Working in Design View ◆ Form Design Features ◆ Selecting, Moving & Adjusting Controls ◆
- ◆ Adding Graphics to your Forms ◆ Using Bound and Unbound Objects ◆
- ◆ Working with Calculated Fields ◆ Saving, Closing & Printing a Form ◆

REPORTS

- ◆ What are Reports? ◆ Creating Reports ◆ Creating Mailing Labels ◆
- ◆ Working in the Report Window ◆ Report Design ◆ Previewing a Report ◆
- ◆ Saving & Printing a Report ◆

MENUS

- ◆ Creating simple Menu system to automate the Database ◆
- ◆ Adding Control Buttons ◆ Using the Database Wizard ◆

INTRODUCTION TO MACROS

- ◆ What is a Macro? ◆ Designing Simple Macros ◆
- ◆ Using Macro Names ◆ Running the Database automatically ◆