

Access Fundamentals (Modules 1-5)

1 Access Basics

- ◆ Starting the application and getting familiar with the Access 97 interface
- ◆ Examining tables in an Access database
- ◆ Creating databases in Access and discussing database design concepts
- ◆ Creating tables in an Access database

2 Working with Tables

- ◆ Adding and editing records in a table
- ◆ Finding records and filtering records in a table
- ◆ Working with table properties to control data entry
- ◆ Modifying table structure
- ◆ Establishing relationships between tables

3 Creating Queries

- ◆ Creating queries to analyse database records
- ◆ Refining the results of a query to view specific records with criteria
- ◆ Creating calculated fields in a query
- ◆ Joining tables for use in a query

4 Working with Forms

- ◆ Creating forms to view or enter data
- ◆ Creating Hierarchical forms
- ◆ Using calculated fields in a form
- ◆ Adding and modifying controls on a form

5 Reports

- ◆ Creating reports to summarise table or query data
- ◆ Modify a report's design and layout
- ◆ Adding totals to summarise numerical data in a report
- ◆ Adding charts to reports
- ◆ Using functions in a report