



2 – DAY


MICROSOFT ACCESS (BASIC LEVEL)

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INTRODUCTION

This Microsoft Access 2013 course is ideal for people wanting to create a simple database to enter and extract data, and create reports.

METHODOLOGY

PREREQUISITE

Experience using Windows and other Microsoft Office programs (example, Excel), including the ability to open and save files.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Create a new Microsoft Access 2013 database
- Define and edit tables
- Add, edit and search for data
- Create relationships between tables and query the contents
- Use criteria to customise a query and create a calculated field
- Create professional reports and data input forms

WHO SHOULD ATTEND?

- For individuals with none or little knowledge in Microsoft Access 2019
- Anyone seeking to use Microsoft Access 2019 for advanced data management, analysis and report creation in home and small businesses

PROGRAM OUTLINES

MODULE 1: ACCESS OVERVIEW

- Database components

MODULE 2: RELATIONAL DATABASE DESIGN

- Understanding Database Design
- Planning the Database
- Defining Tables
- Defining Fields
- Determining Relationships

MODULE 3: BUILDING A DATABASE

- Create a database shell
- Naming Conventions
- Database File Formats (.mdb, .accdb)

MODULE 4: CREATING A TABLE

- Design View
- Creating Fields
- Field Data Types
- Primary Key
- Save a Table
- Table Views

MODULE 5: BASIC FIELD PROPERTIES

- Field Size property
- Format property
- Decimal Places property
- Caption Property
- Default Value property
- Required property
- Indexed property

MODULE 6: ADDING RECORDS

- Modifying Tables
- Moving Columns
- Rename a Field
- Freezing Columns
- Adding a Field

MODULE 7: WORKING WITH RECORDS

- Filtering
- Sorting
- Deleting Records
- Modifying a Record
- Find and Replace Text

MODULE 8: IMPORTING DATA

- Import a spreadsheet into table

MODULE 9: LOOKUP FIELDS

- Creating a lookup field
- Linking to an existing table
- Creating a value list
- Viewing sub-datasheets

MODULE 10: FORMS

- Create an AutoForm
- Create a Wizard Form
- Adding Fields to Form
- Add Records on Form
- Form Layout View
- Modify Form fonts
- Modify Form colours
- Modify Form element placement
- Tabbed Interface
- Navigation Forms

MODULE 11: QUERIES

- Creating a simple Query
- Adding a Table
- Adding Fields
- Sorting Results
- View query result
- Saving a Query
- Modify a Query
- Use Query Wizard

MODULE 12: QUERY CRITERIA

- Typing Criteria
- Using Like
- Using Wildcards
- Using Optors
- Between Operator
- Multiple Criteria
- Hiding Fields. 199801010558)

MODULE 13: SIMPLE QUERY CALCULATIONS

- Add a simple expression
- Export Query results to Excel
- Print Query results

MODULE 14: REPORTS

- Create an AutoReport
- Preview Report Results
- Report Layout View
- Modify Report Fonts, Colours & Placement
- Create Wizard Report
- Report Design View & Header/ Footer
- Print Reports to PDF