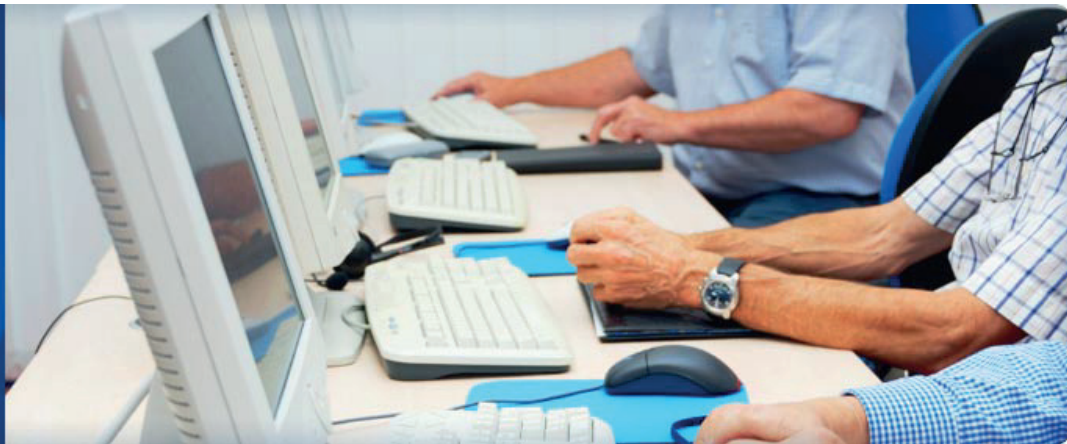


Introduction to Microsoft Access

Course Outline



Product Versions: 2003, 2007, 2010

Course Duration - 1 day

Pre Requisite: Delegates should be proficient in Windows but no prior experience of Access is required.

Objectives: Upon completion of the course the delegate will be able to utilise the main features of Access including the new ribbon interface.

COURSE CONTENT

Access Basics

- Exploring tables
- Examining queries
- Exploring reports

Importing, Exporting and Linking Objects

- Importing Access objects
- Exporting Access objects
- Linking Access objects

Working With Fields and Records

- Changing the design of a table
- Adding and deleting records
- Finding and editing records
- Creating and using queries
- Modifying query results and queries
- Using calculations in queries

Database Concepts

- Database concepts and terminology
- Exploring the Access environment
- Planning and designing databases
- Getting help
- Closing a database and Access

Creating and Using Forms

- Creating forms by using AutoForm
- Using the report wizard
- Using design view
- Finding, sorting and filtering records

Creating a Database

- Creating a database
- Using the table wizard
- Working in design view
- Creating a table
- Formatting text

Creating and Using Reports

- Using the report wizard and queries
- Creating, modifying and printing reports

Doing More With Your Database

- Creating forms
- Creating queries
- Reports
- Sorting and filtering data
- Viewing data
- Printing a database object



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