



Introduction to Microsoft Access

(Free Tip Sheets provided in Adobe Acrobat format.)

Course Objectives

At the end of the course participants will be able to:

- Understand the fundamental properties of a database
- Understand the major components of Access
- Use the Database Wizard to create a database
- Create, edit and add data to tables
- Search for data
- Design customised forms and reports
- Create Query Tables using a variety of methods
- Understand and create Relationships between tables
- Create Applied Queries

Course Outline

Fundamentals

- Databases
- Northwind Database
- Tables
- Database Management Systems
- Starting & Exiting Access
- Databases and Tables
- Creating a Database
- Rules Governing Database Filenames
- The Database Window
- Opening an Existing Database
- Database Window Views
- An Overview of an Access Database

- The Database Wizard & The Table Wizard

Tables

- Designing a Table
- Fields and Field Data Types
- Rules Governing Field Names
- The Primary Key
- Datasheet and Design View
- Table Design Guidelines
- Entering Data into a Table
- Managing Objects

Finding Data

- Finding Visually
- Finding by Record Number
- Finding by Value
- Wildcards
- Find and Replace
- Filtering Records
- Filter by Selection and Form

Introductory Forms

- Creating a Form
- Opening an Existing Form
- Filtering records

Form Design

- Form Design & Design View
- Mouse Modes
- Selecting, Resizing and Moving Controls
- Grids



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- Aligning and Spacing Controls
- Editing Labels
- Deleting Control(s)
- Basic Design Tools
- Formatting Toolbar

Introductory Reports

- Creating a Report
- AutoReport
- The Report Wizard

Report Designing

- Design View
- Formatting
- Aligning Controls

Field Properties

- Field Properties and Size

- Validation Rule and Text
- LookUp Field Properties

Relationships

- Relational Databases
- Foreign Keys
- Relationship Window
- Adding Tables
- Creating a One to Many Relationship
- Saving the Relationships Window Layout
- Subdatasheets
- Main/Subforms

Building Simple Queries

- Creating a Query
- Design View
- Adding Fields
- Datasheet View
- The QBE Grid
- Sorting
- Criteria
- Logical Operators
- Relational Operators

Applied Queries

- Multi-Table Queries
- Parameter Queries
- Applications in Forms and Reports
- Action, Update and Delete Query

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.