

Training Course Specification

Course: Microsoft Access; Level 1 - Introduction

Duration: One-Day

COURSE OBJECTIVES: To give an introduction to database design concepts. This course offers a grounding in creating the core objects of a database and covers data manipulation and extraction at an introductory level.

WHO SHOULD ATTEND: People who intend to design databases from scratch or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

EXPERIENCE NEEDED: This course assumes no previous experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

COURSE CONTENTS:

1: Introduction to Databases

- Database concepts
- Database layout
- Launching access.
- The Access menu system
- Dialog boxes
- Getting help
- Creating a new database
- Closing a database (vs exit access)
- Opening a database

2: Tables

- Database Design.
- Creating Tables Using the Table Wizard
- Creating Tables In The Datasheet View
- Creating Tables in the Design View
- Data Types
- Field Properties
- Data Display Format Vs Input Mask
- The Input Mask
- Data Entry Problems
- Moving and Copying Records

3: Working with Tables

- Pasting Records
- Sorting the Table
- Deleting a Table
- Table Layout Changes
- Find
- Replace
- Wildcards

4: Queries

- The Simple Query Wizard
- The Design View
- Modifying the Query
- Using Basic Criteria
- Additional Criteria
- ParameterS
- Multiple Object Queries
- Custom Calculations in a Query
- Calculating Fields continued
- Grouping Fields

5: Introduction to Reports

Reports

The Report Wizard

Appendix A: Additional Features in Access 2003

The Office Task Panes

Backwards Compatibility

Outputting a Report to Snapshot File Format

E-mailing Database Information

Improved Proofing Tools

Conditional Formatting in Forms

Grouping Text Boxes and other Controls

Working with Data Access Pages

Miscellaneous New Features in Access 2003

Related Courses:

Microsoft Access Level 2

Microsoft Access Level 3

Microsoft Access Programming

For further information please contact Sue Parsons Training:

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