

MS Access–2 days

Beginners to Intermediate

Prerequisites

In order to successfully master Access Beginners, Windows Beginners must have been completed. A good understanding of Excel will be an advantage.

The user must be confident with at least 80% of the course material from the Windows Beginners course.

Getting started

- Starting Access
- Opening an Existing Database
- Using Database Objects
- Opening a Database Object
- Closing a Database Object
- Closing a Database

Creating tables

- Creating a Blank Database
- Designing Tables
- Creating a Table in Design View
- Using the Table Design Window
- Adding Field Names
- Assigning Data Types
- Adding Field Descriptions
- Setting a Primary Key
- Saving a New Table
- Using the Table Wizard

Working with tables

- Using Datasheet View
- Navigating Fields in Tables
- Adding Records
- Moving through Records
- Selecting Records
- Editing Records
- Saving Records
- Deleting Records

Creating relationships

- Creating Relationships
- Setting Referential Integrity
- Adding a Table to the Window

Editing tables

- Changing Row Height
- Changing Column Width
- Changing Font Attribute
- Changing a Cell Effect
- Selecting a Column
- Moving a Column
- Hiding a Column
- Unhiding a Column
- Freezing a Column

Finding and filtering data

- Sorting Records
- Finding Specific Records
- Finding Data using Wildcards
- Using Replace
- Using Filter by Selection
- Applying/removing a Filter
- Using filter Excluding Selection
- Using the Filter for Feature

Using simple queries

- Using Queries
- Creating a Query - Design View
- Opening a Query
- Adding a Table to a Query
- Running a Query
- Modifying Query Results
- Sorting a Query
- Adding Criteria to a Query
- Hiding a Field in a Query
- Printing a Query
- Using Comparison Operators
- Using a Wildcard Character
- Creating a calculated field
- Creating a parameter query

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Setting field properties

- Using Field Properties
- Limiting Field Size
- Setting Number Formats
- Setting Date/Time Formats
- Setting Default Values
- Required Fields
- Setting Validation Rules
- Input Masks
- Inserting a Lookup Field

Creating basic forms

- Using Forms
- Properties Dialog Box
- Using the Form Wizard
- Viewing Records in a Form
- Working with Controls
- Sizing Controls
- Add a Label
- Using AutoForm
- Adding a Record using a Form

Creating basic reports

- Using Reports
- Using the Report Wizard
- Using Print Preview
- Printing pages of a Report
- Basing a Report on a Query
- Using AutoReport
- Using the label wizard
- Grouping data in a report
- Creating a header for each group

Printing data

- Printing Table Data
- Changing Page Setup
- Printing Selected Records

Import and Export Data

- Import an Excel Spreadsheet
- Export to Excel
- Import a Text File
- Export to a Text File
- Import an Access Object