

Access Basic

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

How long is the course?

2 Days

Who should attend?

Any individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. Delegates will gain an understanding of the advantages that using a relational database application can bring to their business processes.

Overview of Access

- What is a database?
- What is Access?
- Understand database structure

Getting started

- Start Access
- Understand the Access interface
- Open an existing database
- Enable macro content
- Manage objects in the navigation pane
- Switch between views
- Close a database
- Exit Access

Introduction to tables

- External data
- Data types and properties
- Add records in datasheet view
- Apply rich text formatting to a memo field
- Enter data using a list
- Delete data from a field
- Delete a record
- Add a new table to an existing database
- Import or link to create a table
- Add a field by entering data
- Save a table
- Close a table
- Delete a table

Modify table design

- Display a table in design view
- Change data types in design view
- Set the field size property
- Change the format property
- Move a field in design view
- Create a new field in design view
- Delete a field in design view

Sort records on text, numbers or dates

- Sort records in datasheet view
- Remove a sort order
- Save a sort order with a table

Locate records in a database

- Browse through all records
- Search for a record
- Filter to display specific records

Display column totals in a datasheet

- Sum values using the total row
- Add a totals row
- Remove a totals row
- Copy a total row to another file
- Count the number of values in a column

Create a simple report by formatting a datasheet

- Resize columns and rows
- Move a column
- Rename a column
- Show or hide columns
- Change the gridlines style and background colour
- Change the text format
- Save layout changes

Print Access data

- Print data without changing settings
- Preview before printing
- Make page layout changes before printing

Access Intermediate

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

How long is the course?

2 Days

Who should attend?

This course is designed for individuals whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms and reports.

An overview of Access

- Start Access & understand the Access screen layout
- Create a new database using a template
- Create a new database
- Open and close an existing database
- Understand the purpose of Access objects

Creating tables

- Create basic tables using the wizard
- Create basic forms using autoforms
- Create tables by entering data
- Create tables in design view
- Create tables by importing Excel spreadsheets
- Create tables by importing text files
- add primary keys
- Understand indexing

Working with tables

- Enter and edit records in a table
- Add, remove and move fields in a table
- Understand field data types (incl. Lookup wizard)
- Choose appropriate data types
- Customise table datasheet view
- Modify table properties in design view
- Sort records in tables
- Filter records by selection and form
- Use find and replace
- Import & export tables

Table relationships

- Use the lookup wizard to create a relationship
- Create a one-to-many relationship

Forms

- Create forms using wizard and autoforms
- Create chart forms
- Create pivottable forms
- Enter and edit records in a form
- Add, size and move fields in a form
- Format and align form fields
- Modify field properties in a form
- print Preview and print forms

Queries

- Create queries using wizard
- Create query in design view
- Create query to find duplicate records
- Create crosstab query
- Use design grid: add, arrange and hide fields, Sort data, add criteria and create calculated fields
- Save a query and open and update queries

Reports

- Create reports using wizard and auto reports
- Create mailing labels
- Create chart reports
- Add, size and move fields in a report
- Format and align report fields
- Modify field properties in a report
- Print preview and print reports

Access Advanced

What do I need?

To ensure success in this course, knowledge of intermediate features of Access tables, relationships, queries, forms, and reports is recommended. Learners should have completed Access Intermediate or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Relationships

- Create primary keys
- Establish multiple field primary keys
- understand table relationships
- create one to one relationships
- create one to many relationships
- create many to many relationships
- enforce referential integrity
- Edit and delete relationships
- manage the relationship window
- explore benefits of relationships

Advanced queries

- Use unmatched queries to solve integrity conflicts
- Create joins in queries
- create parameter queries

Use advanced functions in queries:

- Concatenation
- If statements
- Text functions
- Date functions

Create, implement and edit action queries

- Make table query
- Update query
- Append query
- Delete query

Advanced forms

- Create forms with subforms
- Insert and edit controls on forms
- Modify form properties
- Create calculate field in forms
- Apply form autoformats

Advanced reports

- Create reports using parameter queries
- modify report properties
- Create grand totals and calculated fields in reports
- Print preview and print reports

Other

- Create, run and edit macros
- Use the autoexec macro
- Create, edit and implement a switchboard
- Customise the quick access toolbar
- Define start up options
- Compact and repair a database
- Understand and explore database replication