

INTRODUCTION

Duration:2 Day (8:30 – 3:30 pm)

Objective:

To gain an understanding of the potential of Access. Be able to create a basic Database with Tables, Forms, Queries and Reports.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Learning Outcomes

By the end of the training session you will be able to create a basic database with a linked Tables, Forms, Queries and Reports.

Module 1

Getting Started

Opening an Existing Access Database and become orientated with the objects (Tables, Forms, Queries, Reports). View each object in Design view. Navigation Pane. Switch between design mode and view modes.

Module 2

Database Design

Understand how the Access Objects link together, Talk about the structure, Fields, Naming Conventions, Database Relationship window.

Module 3

Creating Tables

Create a Table using Design, set primary key, set field data types and field properties. Create a lookup field. Modify existing tables, Delete Tables, Format Tables/fields, Set data validation rules

Module 4

Working with Tables

Enter data, find records, use the Sort and Filter, Import records from Excel to Access. Hide Columns. Freeze columns, move columns, Show Sub datasheet.

Module 5

Creating Forms

Use Form Wizard, Use Design Form, create a split Form, creating a sub form, entering records from a Form, Creating a Drop-Down field. Looking a Field Properties. Enter data in a Form, Sort and Filter, Moving/ add and delete fields. Calculated field

Module 6

Creating Select Queries

Adding tables to Queries, using wild card characters, and - or - is Null criteria. Using > < >= <= =, linking tables, Calculated fields.

Module 7

Creating Reports

Create a Report Wizard, Design Report, Headers/ Footers, Group Headers/ Footers, Calculated field. Print a PDF report.

Module 8

Creating Basic Macros

Create a macro button on a form, create a macro to navigate to an object (Form, Query, Report) and Print.