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Microsoft Access Introduction/Intermediate

Duration: 2 Days

Overview:

On Aspect Training's Microsoft Access Introduction Training Course you will explore database basics and build tables and reports that corral your data

Access has undergone an extreme makeover! Whether you've used one of the older versions or this is your first exposure to Access, Aspect Training's Microsoft Access Introduction Training Course is where you'll find the essentials you need to make this database system work for you. Cruise around the new interface, team up Access with other Office applications, use wizards to automate your work, and much more.

Discover how to

- * Create a new Access database
- * Import and export data
- * Build forms for efficient data entry
- * Search tables for specific data
- * Construct custom reports
- * Customize your database navigation

Prerequisites:

This course requires no experience of creating databases or of using Microsoft Access.

Continued over....



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Course Topics:

Fundamentals

- Basic database concepts
- Designing a basic database
- Overview of MS Access
- Opening an existing database
- The Access environment
- Access Objects
- Editing an Access table
- Navigating through a table
- Deleting records
- Adding new records
- Finding and sorting

Creating tables

- Creating an Access database
- Creating tables in design view
- Using the Table Wizard
- Setting field attributes
- Setting a primary key
- Datasheet view

Filtering and sorting

- Finding records
- Filtering records
- Filtering with forms
- Sorting records

Working with forms

- Overview of forms
- Using the Form Wizard
- AutoForms
- Bound and unbound forms
- Data validation
- Adding records via a form

Relationships

- Relationships overview
- Creating relationships
- About referential integrity

Queries

- Design view queries
- Setting criteria
- Using the query wizard
- Sorting queries
- Modifying and updating queries
- Querying multiple tables

Creating reports

- AutoReports
- The Reports Wizard
- Formatting a report
- Linking reports to queries
- Generating groupings
- Creating custom headers
- Adding your logo
- Printing reports