



Dunston IT

Confidence in Training

Microsoft Access Fundamentals

Introduction - Getting Started

Introduction Microsoft Access is one of the world's most popular desktop database programs and takes full advantage of the Windows environment.

Objectives To be able to plan and build the data structure for an Access database. This involves creating tables and understanding the data types required, designing forms for entering data, as well as getting information out.

Designed for New users of Access. Participants should be familiar with Windows and Microsoft Office.

Duration One day training course.

Cost £195 plus VAT

For further information call

01252 406420

www.dunston.it

Topics

Introduction

- ✓ Database overview
- ✓ Terminology explained
- ✓ Access overview

Database Design

- ✓ Database design issues
- ✓ One-to-many relationships

Tables

- ✓ Creating a table
- ✓ Table structure – data types
- ✓ Primary keys

Data Entry

- ✓ Editing and deleting data
- ✓ Find and replace
- ✓ Sorting records
- ✓ Filtering records

Queries

- ✓ Select

Forms

- ✓ Creating forms – Form Wizard
- ✓ Viewing data
- ✓ Data entry

Reports

- ✓ Creating reports – Report Wizard
- ✓ Simple listings
- ✓ Grouped listings

Follow up Access Intermediate