



Dunston IT

Confidence in Training

Microsoft Access Basics & Data Entry

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 A basic introduction to the main Access features and working with existing databases. The knowledge gained will enable users to become immediately effective on their return to the office.

Designed for New users of Access who will use Access databases regularly but not create new ones. Participants should be familiar with Windows and Microsoft Office.

Duration One day training course.

Cost £195 plus VAT

For further information call

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www.dunston.it

Topics

Introduction and Terminology

Database overview

- ✓ What is a table?
- ✓ Relationships between tables

Table Wizard

- ✓ Creating new tables
- ✓ Relating tables

Data Entry

- ✓ Adding new data
- ✓ Editing and deleting data
- ✓ Finding a record
- ✓ Sorting records
- ✓ Filtering records

Form Wizard

- ✓ Creating forms
- ✓ Viewing data
- ✓ Using command buttons

Query Wizard

- ✓ Creating select and summary queries
- ✓ Running action queries
- ✓ Running parameter queries

Report Wizard

- ✓ Grouped reports
- ✓ Summary reports
- ✓ Mail-merge and labels

Follow up Access Intermediate