



Dunston IT

Confidence in Training

Microsoft Access Introduction

Introduction - Getting Started

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

Objectives To be able to plan and build an Access database. This involves creating tables and understanding the data types required, designing forms for entering data, sorting and filtering specific information and producing reports.

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

Duration Two day training course.

Cost £390 plus VAT

For further information call

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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
- ✓ Validation rules
- ✓ Input masks
- ✓ Indexing

Data Entry

- ✓ Data sheet
- ✓ Forms
- ✓ Editing and deleting data
- ✓ Find and replace
- ✓ Sorting records
- ✓ Filtering records
- ✓ Importing data

Queries

- ✓ Select
- ✓ Crosstab
- ✓ Calculation
- ✓ Summary
- ✓ Parameter

Forms

- ✓ Creating forms - Form Wizard
- ✓ Viewing data
- ✓ Data entry
- ✓ Editing a form design
- ✓ Multi-table forms

Reports

- ✓ Creating reports - Report Wizard
- ✓ Editing a report design
- ✓ Simple listings
- ✓ Grouped listings
- ✓ Summary Reports

Follow up Access Intermediate