ON COURSE TRAINING

ACCESS
Essentials

About this course

This course covers the skills required to build a simple database in Access.

You will learn how to plan a relational database and create and link tables within it.

This course also looks at creating forms for easier data inputting, queries to extract information and reports to present the results.

To get the most out of this course we recommend that delegates should be confident software users.

Get in touch

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What you'll learn

The Basics
- The Access Screen
- Backstage view
- Opening a database
- The Navigation Pane

Designing a Database
- Relational databases
- Understanding data types
- Planning your database
- Refining table structures

Creating a Database
- Creating a new database
- Creating a table
- Defining the Primary Key
- Saving and closing a table
- Understanding lookups
- Creating lookups
- Viewing table relationships

Modifying Table Structures
- Adding fields to a table
- Changing field size
- Changing field names
- Changing number formats
- Changing date formats
- Indexing fields
- Deleting fields
- Deleting a table

Sorting and Filtering
- Sorting table data
- Filtering table data

Working with Records
- Adding records
- Table navigation
- Editing a record
- Deleting records
- Searching in a table
- Finding and replacing

Creating Forms
- Understanding forms
- Creating a basic form
- Creating a split form
- Using the Form Wizard
- Working with existing forms
- Editing records in a form
- Deleting records in a form
- Deleting a Form

Creating Queries
- Understanding queries
- Creating a query
- Changing a query design
- Applying record criteria
- Clearing selection criteria
- Saving a query
- Running queries
- Deleting a query

Creating Reports
- Understanding reports
- Creating a basic report
- Printing reports
- The Report Wizard
- Creating grouped reports

Level
Introduction

Duration
One Day

Versions
2016/2019
Office 365