

1 Microsoft Access Standard training

1.1 Aims of the Standard session

The aim of this session will be to develop skills in using existing Access databases. The session will introduce database concepts and terms, and provide a comprehensive introduction to entering data, querying the database and running reports. This session will suit learners who have limited experience of Access and need to broaden their skills and understanding of databases.

Getting started

- Develop an understanding of the advantages of databases.
- Introduce features of the Access user interface.
- Introduce the different Access objects: tables, queries, forms and reports.

Database design

- Understand the importance of sound database design.
- Understand the principles of relational tables.

Introducing Tables

- Understand field types
- Enter data and navigate through records
- Filter by form and selection
- Sort data

Introducing Forms

- Understand all form operations
- Enter data and navigate through records in a form
- Understand the use of main forms with sub-forms.

Introducing Queries

- Learn to extract precise sets of data from the database using the Query Builder.
- Create select queries on multiple related tables
- Use the query wizard
- Use criteria to limit query results
- Format query output
- Understand other query types

Introducing Reports

- Understand the components of a report page
- Use Report wizard to create report