

Microsoft Access Basic Level Training

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.

1 Getting started

Aims of this session

This session aims to develop an understanding of the importance of sound database design to the effective functioning of any Access database.

On Completion of this session you will be able to

- Understand the advantages of databases.
- Understand database terms
- Understand the Access database window.
- Introduce the different Access objects: tables, queries, forms and reports.

2 Database Design

Aims of this session

To understand the importance of sound database design and the principles of relational tables.

On completion of this session you will

- Know what questions to ask to begin your design
- Use relationships to reduce data redundancy and ensure integrity
- Be able to view and create relationships between tables

3 Introducing Tables

Aims of this session

The aim of this session is to develop the use of tools for creating tables and viewing and arranging data.

On completion of this session you will be able to

- Create tables and understand field types
- Enter data and navigate through records
- Filter by form and selection
- Sort data

4 Introducing Forms

Aims of this session

This session introduces all form operations and controls, and the use of relational tables to create selection lists.

On Completion of this session you will be able to

- Understand all form operations
- Understand all form controls
- Enter data and navigate through records in a form
- Use relational tables to provide selection lists
- Understand the use of main forms with sub-forms.
- Use auto Format

5 Introducing Queries

Aims of this session

The aim of this session is learn to use the query builder to extract precise sets of data from the database.

On completion of this session you will be able to

- Create select queries on multiple related tables
- Use the query wizard
- Use criteria to limit query results
- Format query output
- Understand other query types

6 Introducing Reports

Aims of this session

This session aims to develop report building skills in Access

On completion of this session you will be able to

- Understand the components of a report page
- Use Report wizard to create report
- Customise a report and save format