

Course Outline

Introduction to Access -- 1 day

All companies have data storage and retrieval requirements. Microsoft Access provides a sophisticated database system which is easy to learn and provides all the functionality that is required.

Course Description

This course is designed for users with no previous database experience who are looking for an introduction to database concepts as well as a working knowledge of how to create databases in Access 97/2000/XP/2003.

Course Objectives

By the end of the course delegates will have covered

- **Introduction To Access**
 - Using Windows
 - Using the Mouse/Keyboard
 - Screen Layout
- **Viewing A Database**
 - Introducing Objects
 - Moving around a Table
 - Datasheet and Design Views
- **Creating A Database/Table**
 - Design Table
 - Entering Data
 - Editing Data
 - Saving/Printing a Table
 - Print Preview
 - Print Options
- **Altering The Appearance Of A Table**
 - Fonts
 - Column Width
 - Hiding/Freezing Columns
- **Sorting Data Finding & Replacing Data Table Design**
 - Amending
 - Field/Table Properties
- **Using Select Query**
 - Create/Modify a Query
 - Specify Sort Order/Criteria For Query
 - Print/Save/Delete Query
 - Using Multiple Criteria
 - Query with more than one Table
- **Produce A Report**
 - Using Report Wizard
- **Produce A Form**
 - Using Form Wizard
 - Apply a Filter to a Form

Train-IT.co.uk also offer one-day intermediate and advanced courses in Access.

We provide training on Access VBA (Visual Basic Applications programming language)

For further details contact our training staff on 0870 345 9551