

Microsoft Access 365 Introduction 2 Day Course

Overview

This Microsoft Access Introduction course provides delegates to the necessary skills to create straightforward databases from scratch. Starting with an understanding of database design principles, through to hands-on work in creating databases that you can easily be managed through basic tasks such as entering and editing data through to finding, sorting, retrieving, reporting and analysing data.

Audience

Those new to database concepts who need to organise and report on their data, or those who are self taught and need to 'fill in the missing bits'.

Course Objectives

At the end of this course, delegates will be able to:

- Design and create a database
- Create tables and set the primary key
- Enter/edit data
- Find data in tables
- Create Queries and Table relationships
- Design and create Forms and Reports
- Print reports



Prerequisites

No prior MS Access knowledge is assumed however a familiarity with database concepts is advantageous.

Course Contents (2 days)

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| <ul style="list-style-type: none">• Introduction<ul style="list-style-type: none">○ Overview of Database concepts○ Database Design tips & Planning○ Screen layout, Ribbons○ Backstage view○ Database Objects○ Object Types• On-Line Help<ul style="list-style-type: none">○ Wizard & Index• Field Properties Explained<ul style="list-style-type: none">○ Properties: Field Size, Format, Decimal places, Caption, Default Value, Required, Indexed○ Validation Rules○ Input Mask | <ul style="list-style-type: none">• Create and Find<ul style="list-style-type: none">○ Create and Edit records○ Select/Save/Delete records○ Navigating records○ Sorting records○ Find & Replace• Filters<ul style="list-style-type: none">○ By Selection/Form○ Using AND/OR○ Save as a Select Query• Tables<ul style="list-style-type: none">○ Creating a New Database○ Designing Tables○ Design and Datasheet View○ Field Names and Data Types |
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- Primary Key
- Fields in Tables
- Editing Tables
 - Adding / Editing / Deleting records
 - Analysing a Table
 - Relationship in Splits
 - Modifying Tables
 - Lookup and Hyperlink Column
- Relationships
 - Create a Relationship
 - Referential Integrity
 - Many-to-Many Relationships
 - Lookup fields
- Queries & Operators
 - Queries and RecordSets
 - Simple Query Wizard
 - Add Tables to a Query
 - Join Tables in a Query
 - Use Operators
 - Calculated Fields & Concatenate
 - Using Parameters
 - Action Queries
 - AND/OR/BETWEEN/NOT/NULL
 - Wildcards
- Advanced Queries
 - Top Values in Query
 - Calculated Field
 - Function Query
 - Parameter Query
 - Concatenation Query
 - Multiple Tables in Query
 - Inner & Outer Joins
- Query Modification
 - Sort Query
 - Add Criteria/Record
 - Hide Fields
 - Print Query
 - Analysis Table
 - Relationships in Splits
 - Table Analyser
- Forms
 - Using Forms Wizard
 - Design & Layout view to create/edit forms
 - Viewing, Editing and Printing
 - Control types and Control properties
 - Selecting & Formatting controls
 - AutoForm
- Reports
 - Create AutoReports
 - Use and Format Reports
 - The Reports Wizard
 - Print Reports (inc. headers & footers)
- Printing
 - Table Data
 - Page Setup and Selected Records
 - Print to PDF

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.