

Access: Introduction (Level 1)

Category: Microsoft Office, Microsoft Access

Course Duration

Duration: 1 Day Classroom Training or Online

Getting Started With Microsoft Access

- Microsoft Access Overview Database Design Theory
- What is a Relational Database?
- Screen Elements and Help
- Basic Window Elements
- Exploring Microsoft Office Backstage
- Working with The Ribbon
- Customizing the Quick Access Toolbar
- Working with KeyTips

Tables

- Using the Table Wizards
- Manual Creation of Tables
- Fields, Data Types and Properties
- Input Masks
- Data Validation
- Primary Keys and Relationships

Importing Data

- Importing from a Spreadsheet File
- Importing from a Text File

Inputting Data

- Adding Data using the Table View
- Adjusting the Column Widths

Finding Records

- Using the Find Feature to Find Records
- Using the Replace Feature to Replace Text

Filters

- Using the Filter Button to Find Records

Queries

- Designing Queries
- Query Wizard Overview
- Sorting and Searching Queries
- Multi-Table Relationship Queries
- Update, Append and Delete Action Queries

Forms

- Introduction to Form Design
- Form Wizards
- Toolbox Controls
- Combo Boxes and Command Buttons
- Main/Sub Form Creation
- Creating a Menu Form

Reports

- Report Wizard
- Creating Reports
- Printing Reports

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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