



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Access Level 1

Duration: 2 Day

Objectives: Students will learn the basic skills necessary to begin using Access. They will design and create databases, tables, queries, forms, and reports.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- Starting the Program
- The Access Screen
- The Task Pane
- Moving Around Microsoft Access
- The Access Menus
- Shortcut Menus
- Toolbars

What is a Database

- Computerising a Database
- What is a Relational Database?
- Relationships, Primary and Foreign Keys
- Hints for designing your Database

Four Steps to Producing an Access Database

- Defining a Database
- Populating the Database
- Extracting information
- Reporting Data

Creating Tables

- Examining a Table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of Primary Keys

Working with Tables

- Adding records
- Modifying the table design
- Finding and editing records
- Deleting, Adding and copying records
- Filtering and Sorting records

Using Select Queries

- Selecting fields and sorting records
- Refining the results of a query
- Using queries to perform calculations
- Joining tables in a query

Creating and using Forms

- Creating a Form
- Modifying the form design
- Using a form to locate information
- Multiple table forms

Creating and using Reports

- Creating a report
- Creating a report that contains totals
- Creating Mailing Labels
- Hierarchical Reports