



Microsoft Access Training

These learning modules can be delivered as outlined or can be tailored to meet your specific requirements.

Access 1: Build a Simple Database

Description

Access databases are made up of tables, queries, forms and reports. In this workshop you will create a single table (flat file) database in which data is stored in a table, entered and edited using a form, manipulated by a query, and output in a report. Throughout the workshop you will be introduced to the jargon used by database developers.

Learning Outcomes

By the end of this workshop, you will be able to:

- navigate the Access window
 - create an Access table that includes a variety of data types
 - apply field properties to table fields
 - create a lookup field in a table
 - enter and edit data in an Access database
 - sort and filter data in an Access table
 - create select queries with multiple criteria using comparison and logical operators
 - add calculated fields to queries
 - create a query that includes totals, averages or counts of records
 - create an Access form using a wizard and customise it
 - create an Access report using a wizard and customise it.
-

Access 2: Create a Multi-Table Database

Description

To store and process data efficiently, most business databases require several tables. This workshop introduces you to multi-table databases and creating relationships between tables. You will then create queries that access data from two or more tables. Finally you will create reports that group records together and include sub-totals.

Learning Outcomes

By the end of this workshop, you will be able to:

- determine the data and table requirements for a multi-table database
- create relationships between tables and enforce referential integrity
- create queries using data from two or more tables
- create a crosstab query
- create a report that groups records together
- include sub-totals on a report.

Access 3: Create a User Interface for a Database

Description

The database forms and reports with which users interact need to be easily accessed and friendly to use. In this workshop you will learn how to make forms user friendly, create queries with which users can interact, and make an application of a database by creating a navigation form.

Learning Outcomes

By the end of this workshop, you will be able to:

- add a combo box to a form that will find a specific record
- add a sub-form to a form
- apply formatting to a form's controls
- add command buttons to a form
- create a parameter query
- create action queries - update, delete, append, make table
- add a navigation form to an Access database
- set up a start-up form.