

Two Day Introduction to Microsoft Access

Aim: A comprehensive 2-day Microsoft Access training course suitable for complete beginners to Microsoft Access. After the training you will be able to create a database from scratch. You will understand and be able to build tables, fields and records, set the rules for entering data and create forms for input. Also, extract information in the form of simple queries and reports and export to Excel, PDF and mail merge.

Course Objectives

Create and name a database

Naming Conventions

Create a Database Table

Set Field Names, Data Types and field

Properties

Create Input Forms & Input Data

Sort a Table

Filter information from a Table

Generate selection queries to analyse data

Create Reports - using the Report Wizard

and format reports

Export to Excel and PDF

Use a query with Microsoft Word for Mail

Merge

Understand & Establish Table Relationships

Create Forms with sub-forms

Create Multi-Table Queries

Create Calculated Queries

Create Parameter Queries

Using the Totals Button

Work with Reports and enter calculations

Workshop and consolidation

Explanation / Example

Create the Access database file ending .accdb

Ensure objects are named appropriately

Create Storage tables eg: Product table containing product information

A table has fields eg: company name, town, phone number – Each has a Data Type eg: text, number, date Each has Properties eg: Up to 50 characters, uppercase, default values

Create forms for users to enter records, search for records and view records

Sort data into ascending or descending order

Show records filtered e.g.: orders today, clients in Southampton, orders placed over £100

Create Queries – questions asked of the database – can be saved for future use

Create Reports – for outputting information in a presentable format

Format reports with chosen fonts and colours and styles

Export information from the database to Excel or PDF for viewing or emailing

Send letters or emails using records from the database

Create a new database and apply features learned on Day 1

Understand what a multi-table database (relational database) and create relationships

Create input forms using information from several tables

Understand join settings when building queries using multiple tables

Create queries (questions) to calculate information eg. Calculate VAT on a price

Build queries that prompt users for input when they are generated

Totals – produce queries to calculate Sums, Averages, maximum and minimum values

Take query information to reports

Work in groups to analyse data and build a database from scratch (consolidation)

