

## 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)

