



Microsoft Office Access The Basics Course Outline



Course aims:

This **1 day** course has been designed for new users to Microsoft Office Access who need to understand the fundamentals of how to create a database, perform basic searches and create reports

Pre-Requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Access XP; alternatively they may have attended the Intermediate course.

Who Should Attend:

New Users or those who are self taught

Duration: 1 day

What is a database?	Tables, fields, rules for names, preparing your data
The access windows	Getting into access, what are tables & queries
Creating a database	Creating a new database, designing a table, field options, field names, descriptions, data types, type of fields, field properties, setting a primary key, field properties
Data entry & edit	Opening an existing database, opening a table in datasheet view, opening a table in design view, the editing keys, modifying data, deleting data, adding data
Entering & editing data using form view	Designing a form using wizards, headers & footers, adjusting design elements, formatting labels, adding fields
Using datasheet display	Gridlines, hiding/showing columns, fonts, print preview & page set-up, printing the datasheet
Relationships	Setting, making & deleting relationships
Sorting, searching & queries	Using find, filtering records, creating & using queries, setting up, using & queries from related tables
Reports	Creating reports using the wizards, creating a manual report, setting up the page header & details, print preview & printing