MICROSOFT ACCESS FOUNDATION

BENEFIT:

This course is designed to provide attendees with an understanding of database design. It will benefit anyone new to databases wishing to learn how to design tables, forms, queries and reports.

OBJECTIVES:

On completion of this course, attendees will understand the design techniques involved in building a database as well as how to create tables, input forms and basic reports.

PRE-REQUISITES:

Attendees do not need any previous experience of Access but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

COURSE OUTLINE:

Database Introduction

    Database concepts and terminology

    Ground rules for database design

    Relational database concepts

    Getting started in Access

Table Design

    Creating a table in design view

    Data types

    Default values

    Validation rules

    Input masks

    Setting a primary key

Table Relationships

    Relational database design

    Creating relationships

    Database integrity and validation

Working with Tables

    Adding and editing data

    Navigating, adding, editing and deleting records

    Finding and replacing data

    Sorting and filtering records

    Filtering by selection

    Importing and exporting Data

Performing Select Queries

    Understanding queries

    Creating a select query

    Refining the results of a query

    Multi table queries

Form Design

    Understanding forms

    Creating forms

    Customising forms

Reports

    Creating a report

    Previewing and printing

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 Hours