



Versatéo

Software Training solutions

## Access Level 1 A Two-Day Training Course

### Course Aims

Access is the database application from Microsoft, forming part of the Office XP suite. This course is designed to give you an understanding of some of the major features and functions within Access. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given.

### Course Outline

#### Getting Started with Access

- Starting Access
- The Database Window
- Basic Access On-Screen Features
- Database Objects
- The Database Wizard

#### Getting Assistance with Access

- The Office Assistant
- The Ask a Question Box
- Other Ways to Get Help

#### Creating Tables and Adding Records

- Creating a Table in Design View
- Datasheet View; Adding a Record
- Saving Changes; Moving Around the Datasheet
- Finding a Record; Modifying and Deleting Records
- Undoing Changes

#### Designing a Table

- Determine data inputs and outputs for a database
- Set a Primary Key
- Creating Tables with Multiple Field Data Types
- Switching Between Views and Object Windows
- Basic Field Properties

#### Working with Data

- Modify the Layout and Formatting of a Datasheet
- Sorting & Filtering Data; Using Advanced Filters

#### Forms

- Using AutoForm & Wizards to Design Forms
- Entering Records Using a Form
- Navigate through Records Using a Form
- Using Form Sections (header, footer and detail)
- Add Move Resize and Format Controls
- Add a Calculated Control to a Form

#### Queries

- Creating & Modifying Simple Select Queries
- Restricting Records Returned by a Query
- The Query Wizard
- Multi-Table Select Queries; Calculated Fields and Query Properties
- The Expression Builder

#### Reports

- Creating, Printing & Modifying Reports;
- Using Report Wizards & AutoReports
- Report Controls & Control Layout
- Create a Label Report
- Add Move Resize and Format Controls
- Use report sections (header, footer and detail)
- Add a calculated control to a report
- Save a table, query or form as a web page; hyperlinks

#### Relational Database Management Systems

- Design and Plan a Database
- Determine Appropriate Data Inputs and Outputs
- Describe Basic Principles of Relational Database Management Systems
- Split a Database into Relational Tables Using Primary Keys

#### Table Relationships

- Create and Edit Table Relationships
- Enforce Referential Integrity
- Specify Join Properties for Relationships
- Use the Lookup Wizard
- Display Related Records in a Subdatasheet

#### Modifying a Table

- Set Table Field Properties
- Use the Input Mask Wizard
- Modify a Table in Design View
- Import Data to a New Table
- Use the Office Clipboard to Copy and Paste Data

#### Database Tools

- Create a backup copy of a database
- Use Microsoft Backup to create a backup set
- Restore a database
- Compact and repair a database

### Target Audience

New, recent or intending users of Access who have little or no existing database knowledge.

### Assumed Knowledge

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "Windows Fundamentals" course.

### Training path

**Level 1** - New users with little or no experience, creating and modifying database.

**Level 2** - Providing existing users with an understanding of more advanced features.

Versatéo 16 Speedwell Close Lowton Warrington Cheshire WA3 2GT

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