

SSA9000 Access 2010 Introduction

Duration: 2 days

Course Aims and Objectives

This course is aimed at new users of the MS Access database package who are interested in identifying its use and application. Delegates are shown how to set up the database tables, how to build queries to select information based on criteria, how to create forms and use them to enter information into the database tables and reports to extract and display information from them.

Who should attend?

New users of Access who are unclear as to its purpose and use. Existing users who may have been self taught and feel that they may not be making best use of the product

Assumed Knowledge

A working knowledge of PCs and a mouse is assumed.

Course Outline Summary

Lesson 1 Getting started

Topic A Database concepts

Topic B Exploring the Access environment

Topic C Getting help

Lesson 2 Databases and tables

Topic A Planning and designing databases

Topic B Exploring tables

Topic C Creating tables

Lesson 3 Fields and records

Topic A Changing the design of a table

Topic B Finding and editing records

Topic C Organizing records

Lesson 4 Data entry rules

Topic A Setting field properties

Topic B Working with input masks

Topic C Setting validation rules

Lesson 5 Basic queries

Topic A Creating and using queries

Topic B Modifying query results and queries

Topic C Performing operations in queries

Lesson 6 Using forms

Topic A Creating forms

Topic B Using Design view

Topic C Sorting and filtering records

Lesson 7 Working with reports

Topic A Creating reports

Topic B Modifying and printing reports