

Microsoft Access 2016

Introduction Course

1 Day

OVERVIEW

This course is designed for delegates who wish to gain a basic understanding of the principles of a database using Microsoft Access. Access is a very powerful tool which allows the user to create tables, queries and reports with ease.

WHO SHOULD ATTEND

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft Office Access databases.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

| Database Terminology | Query Section |
|---|--|
| <ul style="list-style-type: none"> Terminology and Database Concepts Database Structure Working with Views Backups | <ul style="list-style-type: none"> Creating a Simple Query Filtering Options And, Or, Like, Null, Not Null Greater than, Less than |
| Table Section | Forms Section |
| <ul style="list-style-type: none"> Creating a Basic Table Data Types Field Properties Formatting Data in Tables | <ul style="list-style-type: none"> Creating /Designing a Basic Form Calculated Fields Printing Forms |
| <ul style="list-style-type: none"> Table Validations / Rules Default Value Viewing and Editing Primary Keys Find and Replace | Report Section |
| <ul style="list-style-type: none"> Sorting Filter by Selection Print Preview Page Orientation Headers and Footers | Importing / Exporting Data |
| | <ul style="list-style-type: none"> Exporting Data Importing Data Linking Data |

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