

# Introduction to Microsoft Access 2000

A Two Day Guide



**Ref No:** DD102

**Course Aims**

This course aims to provide a sound understanding of the concepts of databases. You will learn the construction and manipulation of Tables. You will also learn to Query data and use Reporting and Forms in Microsoft Access.

**Objectives**

At the end of the course, you will have learned to:

- Create a new Database
- Define and Edit Tables
- Add, Edit and Search for Data
- Create Relationships between Tables
- Query the contents of a Table
- Use criteria to customise a query
- Create a calculated field
- Use Filtering and Sorting
- Create Professional Reports
- Create and use Data Input Forms
- Merge data with Microsoft Word
- Create Mailing labels

**Number of Pages**

191

**Audience**

The course is aimed at those participants who have no previous experience in Access or database programming, and want to learn the fundamental concepts of a database, and how these concepts are implemented in Access.

**Prerequisites**

It is essential that participants have good Windows skills. Knowledge of Access or programming is not necessary.

**Course Length**

In a training environment this course is suitable for Two days.

**Course Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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## **Course Objectives**

- Overview of Access
- Components of a Database
- Database Wizards

## **Getting Started**

- Starting Access

## **A Quick Database Tour**

- The Startup Screen
- The Places Bar
- Database Content

## **The Access Screen**

- Access Menus
- Changing menu options
- Resetting menus
- Menu animations

## **Toolbars**

- ScreenTips
- Displaying Toolbars
- Hiding Toolbars

## **Creating a New Database**

- The Database Window

## **Defining Tables**

- Field Names and Keys
- Creating a Table
- Using the Table Wizard
- Creating a Table from scratch

## **Data Types**

- The Field Builder
- Primary Keys
- Naming the Table
- Tables – a summary

## **Working with Tables**

- Copying a Table
- Renaming a Table
- Deleting a Table
- Modifying the Table structure
- Renaming a Field
- Moving Fields
- Copying Fields
- Deleting a Field
- Inserting a Field
- Exercise*

## **Adding Records**

- Using Datasheet view
- Navigating in a datasheet
- Navigation buttons

- Selecting Text

- Editing Text

## **Datasheet Format**

- Text font and size
- Font Formatting
- Colours and Gridlines
- Special Effects
- Row Height
- Column Width
- Hiding a Column
- Freezing Columns

## **Switching Views**

## **Working with Records**

- Selecting Records and Fields
- Moving Columns
- Adding Fields
- Deleting Fields

## **Find and Replace**

- Finding Text
- Replacing Text

## **Filtering Records**

- Filtering by selection
- Filtering by Form

## **Sorting Data**

- Multiple Sort Columns
- Exercise*

## **Relational Databases**

## **Table Relationships**

- Creating a Lookup
- Defining Relationships
- Adding a Relationship
- Join Type
- Join Properties
- Creating a Value List
- Exercise*

## **Printing Relationships**

## **Subdatasheets**

- Expanding a subdatasheet
- Collapsing a subdatasheet
- Nested subdatasheets

## **Extracting Information**

## **Querying a Table**

- Creating a query
- Query Wizards
- Customising a Query
- Sorting Records
- Descending order

- Removing a sort order

- Customising query results
- Adding a field to the query
- Saving the results

## **Queries from Scratch**

- Adding a table to the query
- Adding fields
- Saving the query
- Modifying the query
- Exercise*

## **Summary Queries**

- Summary Options
- The Show field

## **Calculations in a query**

- Typing an expression

## **Query Criteria**

- Typing Criteria
- Criteria Exercise*
- OR criteria
- AND criteria

## **Reports**

- AutoReports
- Using a Report Wizard
- Report Fields
- Grouping Levels
- Report Layout

## **Editing Report Design**

- Page Numbers
- Date and Time
- Formatting Headers and Footers

## **Forms**

- AutoForm
- Using Form View
- Using a Form Wizard
- Selecting form fields
- Adding records to a form
- Exercises*

## **OfficeLinks**

- Using Merge It with Microsoft Word
- The Microsoft Word Mail Merge Wizard

## **Mailing Labels**

- Label type
- Label fields