

Introduction to Microsoft Access 2002



Ref No: DD136

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
- Create Professional Reports
- Create and use Data Input Forms
- Use Access data with Microsoft Word
- Create Mailing labels

Number of Pages

190

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 would be 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.

Introduction to Microsoft Access 2002



Course Objectives

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

Getting Started

- Starting Access

A Quick Database Tour

- The Task Pane
- The Places Bar
- Database Content

The Access Screen

Menus

- Menu Elements
- Changing Menu Option
- Standard menu setting
- Resetting Menus
- Menu Animations

Toolbars

- ScreenTips
- Displaying Toolbars
- Hiding Toolbars

Building a Database

Creating a New Database

- The Database Window

Defining Tables

- Field Names and Keys
- Creating a Table

The Table Wizard

- Creating a Second Table
- Field Names
- Creating a Table from scratch

Data Types

- Choosing a Data Type
- The Field Builder
- Primary Keys
- Saving /Naming Table
- Creating Tables - 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
- Things to watch out for!

Working with Data

Adding Records

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

Datasheet Format

- Text font and size
- Font Formatting
- Colours and Gridlines
- Special Effects
- The Format, Datasheet dialog box
- 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*

An Existing Database

- Viewing Relationships

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

A Second Query

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

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

Previewing Reports

- Using a Report Wizard
- Report Fields
- Grouping Levels
- Sort Order
- Report Layout
- Finished Report
- Editing Report Design
- Page Numbers
- Date and Time
- Formatting Headers and Footers

Forms

- AutoForm
- Using Form View
- Using a Form Wizard
- Selecting form fields
- The Completed Form
- Adding a New Record

OfficeLinks

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

Mailing Labels

- Label type
- Label fields