

## Access Introduction / Intermediate

This 2 day course is designed for anyone who wants to learn how to create and manage Access databases. No prior knowledge of Access is required. Upon successful completion of the course, attendees will be able to generate tables, forms, reports, queries and simple macros. They should also be able to perform basic database maintenance. The following topics are covered in detailed:

- Introduction:**
- Overview of the Database Window and different Access Objects
  - Explanation of the key concepts involved in building a relational database
- Tables:**
- Make tables using the Datasheet view, Design View and Table Wizard
  - Explanation of data types, field properties and Lookup fields
  - Enter and edit records and modify the table structure
  - Sort, find, replace and filter records
  - Format a table in datasheet view
  - Import and export data from Excel
  - Use Input Masks to format and validate data
  - Link tables, view subdatasheets and modify table relationships
- Queries:**
- Create select queries using the Query Wizard and in design view
  - Sort, total and add criteria to queries
  - Perform calculations in queries using basic expressions
  - Create parameter queries
  - Perform action queries
  - Use the Find Unmatched and Find Duplicates Query Wizards
  - Write decision-making expressions
  - Create a cross-tab query and view the data in a PivotTable / PivotChart
- Forms:**
- Create forms using AutoForms and the Form Wizard
  - Create basic forms in design view
  - Add a Subform and new records
  - Create a basic Switchboard (main menu on start-up)
  - Add basic calculated controls
  - Apply conditional formatting to certain controls
  - Add totals from Subforms to the main form
- Reports:**
- Create reports using AutoReports and the Report Wizard
  - Sort, add totals and grouping levels
  - Fine tune reports in design view
  - Add a Subreport
  - Create mailing labels and send reports to Word and Excel

**Database Admin:**

- Compact and repair a database
- Backup and convert databases
- Customise toolbars, menus and start-up options

**Macros**

- Create and run basic macros and attach macros to command buttons