

MS ACCESS - LEVEL 1



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of this course, students will be able to create and maintain basic databases including creating tables with forms, extracting information using queries and printing reports with charts.

Pre-Requisites: Participants should have experience using a computer.

Access Orientation :

- Starting Access
- Opening An Existing Database
- The Access Database Screen
- The Database Window
- Working With Database Objects
- Working With A Table
- Closing A Database File
- Exiting From Access

Database Theory and Design:

- Understanding Databases
- How Access Stores Data
- Spreadsheets Versus Databases
- Designing A Relational Database
- Scoping The System
- Determining The Inputs
- Normalising A Table
- First Normal Form
- Second Normal Form
- Third Normal Form

Creating Databases and Tables:

- Creating A New Database File
- Access Data Types
- Creating A New Table
- Defining The Primary Key
- Saving And Closing A Table

Modifying Tables Structure:

- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database

Relationships

- Understanding Table Relationships
- Accessing The Relationships Window
- Saving Relationships
- Editing Relationships
- Creating A Basic Query Using Relationships
- Printing Table Relationships

Adding Records

- Adding Records In A Table
- Adding Records Using An AutoForm
- Data Entry Key Violations
- Data Integrity Violations
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Importing Records

- Importing From A Spreadsheet
- Importing From A Text File
- Backing Up A Table
- Importing And Key Violations
- Deleting An Unwanted Table
- Data Integrity And Importing

Working With Records

- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Printing Records From A Table

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Creating AND Queries
- Selecting Numeric Data
- Selecting Dates In A Query
- Creating OR Queries
- Using A Range Expression
- Selecting Opposite Values
- Using Wildcards

Forms:

- Create A Form Using The Autoform
- Using The Form Wizard
- Working With Existing Forms
- Deleting An Unwanted Form

Create Reports:

- Create A Columnar Report
- Create A Tabular Report
- Using The Report Wizard
- Changing The Report Design

*** Bonus Topic - Sort And Filter Within A Table (Optional)

- Apply A Simple Sort
- Filter By Selection
- Filter By Form
- Filter By Exception

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