

Course Outline MS Access 2003 – Introduction Level

Overview and Goals - to be able to use the basic features of an Access database including tables, queries, forms, reports and macros.

Course Objectives - to understand the concepts of relational database design, be able to build and modify a database and use the query, forms and report features to obtain information from the database. And, to implement simple automation using macros.

Who Should Attend - delegates should have a basic understanding of PCs, use of the keyboard and mouse, plus a working knowledge of the Windows environment, gained either from the workplace or by attending an introduction to Windows course.

Duration- 2 days

Access basics

- Designing a database
- Creating a database using the Wizard
- Creating a database from scratch
- Compacting (copying) a database
- Opening an existing database

Working with tables

- Creating and saving a table
- Using indexes and primary key fields

Defining relationships between tables

- Relationship types
- Cascading options
- Referential integrity
- Working with table data
- Viewing the table structure
- Printing a datasheet

Criteria in queries

- Filtering by selection
- Parameter queries
- Joining tables in a query
- Calculated queries

Forms

- Creating forms
- Creating a custom form
- Using the form

Queries

- Creating a select query

Reports

- Creating an Auto Report
- Creating a labels report
- Creating a report with the Auto Report Wizard
- Designing the report
- Sorting and grouping data
- Headers and footers
- Previewing a report

Office links

- Integration with Word and Excel

Simple Macro design

Many more courses are available including MS Word, PowerPoint, Internet, Excel, Project, Outlook, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk