

Training Course Specification

Course: Access Introduction (versions 1997 to 2013)

Duration: 6 hours

Aim and Objective of the workshop	To Give An Introduction To Database Design Concepts. It offers a grounding in creating the core objects of a database and covers data manipulation and extraction at introductory level. At the end of this workshop delegates should be able to design simple databases from scratch or improve existing Access databases. Delegates will also be able to import data made in other applications such as Excel.
Who Should Attend:	People who intend to design databases from scratch or improve existing Databases.
Pre-requisites:	This course assumes no previous experience of creating or manipulating an Access database.

Course Content¹

Introduction To Databases

- Database concepts
- Database layout
- Launching Access.
- The Access menu system
- Creating a new database

Tables

- Creating Tables
- Data Types
- Field Properties
- Data Display
- Data Entry
- Sorting Data
- Table Layout Changes
- Introduction to drop down lists

Select Queries

- Extracting data using queries
- Modifying a query
- Using basic criteria
- Using "OR" and "AND" queries
- Parameter queries

¹ You can choose from the list to create your own course

MSC Computer Training

Introduction to forms

- The form wizard
- Editing/changing form layout

Introduction To Reports

- The Report Wizard
- Editing/changing report layout
- Grouping and sorting data in reports

Linking with other programmes

- Importing data from other programmes
- Exporting data to other programmes
- Mail merge with Word for Windows

Related courses: Access Intermediate, Access Advanced