



## Microsoft Access Training

### Microsoft Access Essentials

#### Who Should Do This Course?

This course is suitable for participants who want to gain skills and knowledge in Microsoft Access to be able to create database systems; enter, edit and delete data in database files; modify and format tables; sort and validate the data; generate queries on the data; and produce information in forms and reports.

#### Duration: 2 days

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### About The Course

During this 2 day Access course, participants will gain comprehensive knowledge of how Microsoft Access works and what it is used for.

Through our practical and hands-on training, you will start by learning the basics of Access and then progressing through to database design, table structures, transactional records, data validation, creating queries, data validation, creating reports and forms.

#### Learning Outcomes

Upon successful completion of this course, participants will be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in Access to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use forms

## Content

### Unit 1: Getting to Know Access

- Understanding Microsoft Access
- Starting Access from the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working with Touch Mode
- Working with a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access

### Unit 2: Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design

### Unit 3: Creating a Lookup Database

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting To a Lookup Table
- Viewing Table Relationships

### Unit 4: Modifying Table Structures

- Opening an Existing Table
- Adding Fields to an Existing Table
- 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
- Deleting a Table from a Database File

### Unit 5: Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Re-use
- Adding Records Using an Existing Form
- Assignment: Adding Records
- Importing From Microsoft Excel

### Unit 6: Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Assignment: Adding Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

### Unit 7: Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working with Validations

### Unit 8: 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
- Finding and Replacing
- Printing Records from a Table
- Compacting a Database

### Unit 9: Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Un-hiding Columns

## Unit 10: Sorting and Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working with Filters
- Filtering Between Dates

## Unit 11: 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
- Running Queries from the Navigation Pane
- Deleting a Query
- Assignment: Creating Queries

## Unit 12: Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields from a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying For Uniqueness

## Unit 13: Creating and Using Reports

- Understanding Reporting In Access
- Creating a Basic Report
- Working with Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working with Grouped Reports

## Unit 14: Creating and Using Forms

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working with Existing Forms
- Editing Records in a Form
- Deleting Records through a Form
- Deleting an Unwanted Form

## Unit 15: Using a Navigation Form

- Creating a Simple Navigation Form
- Creating a More Complex Navigation Form
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Adding Subsidiary Pages
- Editing Page Tab Names
- Applying a Theme
- Modifying Properties
- Automatically Starting the Navigation Form

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**