

Desktop application

MICROSOFT ACCESS 2007-2016 LEVEL 1



Course content

The Access Interface

- > Microsoft Office Backstage view
- > The Quick Access Toolbar
- > The Ribbon, Ribbon Tabs
Ribbon Groups
- > Customising the Ribbon
- > Dialog launchers
- > Contextual Tabs

General Database Design

- > Understand the Theory and concept of Database Design
- > The Navigation panel and Access screen
- > Using different views

Working with Tables

- > Creating tables
- > Adding and Editing data
- > Searching and Sorting data
- > Table design properties

Table Relationships

- > Creating Table Relationships
- > Relationship Types
- > Understanding referential integrity

Creating Select Queries

- > Using the Query By Example
- > Multi-table queries
- > Creating Parameter queries
- > Changing Join Types

Creating Forms

- > Creating a Form for data input
- > Form Design
- > Creating forms to view data

Creating Reports

- > Creating a Report
- > Report Design
- > Printing Reports
- > Exporting Data to Excel

Course objectives

To provide delegates with the skills required to use Access for data entry and retrieval. To also enable delegates to set up new queries and reports with confidence and to export data to Excel.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

Two day

Pre-requisites

This course is intended for those who have little or no experience of Microsoft Access. Delegates should have basic experience of working with a mouse and the Windows environment.