



Introduction to Access 2003/2007

Course Outline

Duration: 2 Days

An Overview of Microsoft Access

Relational Databases
Access & Database Environment
Examining an Access Table

Managing Data

Examine an Access Form
Adding, Sorting & Deleting Records
Displaying Record Sets & Updating Records
Running a Report

Establishing Table Relationships

Identifying Table Relationships
Identifying Primary & Foreign Keys
Working with Subdatasheets

Querying the Database

The Select Query
Adding Criteria to a Query
Adding a Calculated Field to a Query
Performing a Calculation on a Record Group

Designing Forms

Form Design Guidelines
Creating & Editing Forms & Modifying Design

Producing Reports

Creating an AutoReport
Creating a Report by Using the Wizard
Examining a Report in Design View
Adding a Calculated Field to a Report
Modifying the Format Properties of a Control
AutoFormatting a Report

Planning a Database

Designing a Relational Database
Identifying Database Purpose
Reviewing Existing Data & Determining Fields
Grouping Fields into Tables
Normalising the Data
Designating Primary & Foreign Keys

The Structure of a Database

Creating a New Database
Creating Tables Using a Wizard/Design View
Creating Relationships between Tables

Controlling Data Entry

Restricting Data Entry with Field Properties
Creating an Input Mask & a Lookup Field

Finding & Joining Data

Finding Data with Filters
Creating Query Joins
Joining Unrelated Tables
Relating Data within a Table

Creating Flexible Queries

Setting Select Query Properties
Creating Parameter Queries & Action Queries

Improving Your Forms

Enhancing the Appearance of a Form
Restricting Data Entry in Forms
Adding Command Buttons
Creating a Subform

Customizing Your Reports

Organising Report Information
Setting Report Control Properties
Summarising Information
Adding a Subreport to an Existing Report
Creating Mailing Label

Expanding the Reach of Your Data

Publishing Access Data as a Word Document
Analysing Access Data in Excel
Exporting Data to a Text File
Merging Access Data with a Word Document