

Summary

Manage and analyze your data with the amazing organizational power of *Microsoft Access*. Learn easy to use high-tech automated functions to get Access working for you to sort and query almost any data. Create easy to read, professional looking reports and tables.

Previous experience

MS Windows

Outline

What Is Data?

- What is database?
- Basic concepts
- The telephone directory
- Tables and relationships
- Types of relationships
- Why use an electronic database?
- Why use Access

An Introduction to Access

- Access tools – forms, query, reports
- Starting Access
- The Access application window

Access – Concepts, Terminology and Usage

- Opening a database
- Closing a database
- Opening a table
- The table window
- Exploring the table
- Table design view
- Introducing queries
- Introducing forms
- Types of forms
- Opening an existing form
- Form design view
- Introducing reports

Database Design and table creation

- Design and document your database
- Define your needs
- Basic design rules
- Determine relationships
- Creating database
- Using the table Wizard
- Adding fields using table Wizard
- Creating a table without a Wizard

- Adding fields to a new table
- Field properties
- The input mask property
- Setting a primary key
- Saving a table
- Adding records to a table datasheet

Formatting a Table

- Editing records
- Selecting records, fields and columns using mouse and keyboard
- Deleting records and fields
- Viewing or setting datasheet default value
- Re-ordering columns and fields
- Changing column width and row height
- Hiding and un-hiding columns
- Freezing columns
- Formatting datasheet cell
- Changing datasheet font
- Copying and moving fields and records
- Another look at the datasheet window
- Printing

Relationships

- Defining relationships
- Opening the relationship window
- Assign table to the relationship window
- Making relationships
- Referential integrity
- Editing relationships

Locating and Replacing Information

- A simple search
- Wildcard
- Finding specific value
- Find and replace
- Sorting records
- Filtering records

Creating Simple queries

- What is a query?
- Opening an existing query
- Creating query without a Wizard
- Setting criteria
- Calculated fields
- Summary query
- Update, append and make-table query

Creating Calculated Field

Introducing Forms

- Introduction to forms
- Basic form layout
- Creating forms using AutoForm
- Creating forms using form Wizard
- Different ways of viewing forms
- The form design view window
- Manipulating form design
- Types of control
- The Toolbox
- Creating a combo box control

- Changing form properties
- Using forms with sub-forms
- Controlling data input
- Changing tab order
- Adding command buttons
- Adding page break
- Switchboard

Reports

- Introduction to reports
- Opening and viewing existing reports
- Printing reports
- Creating reports using AutoReport
- Creating reports using report Wizard
- Using the Label Wizard
- Using the Chart Wizard
- Grouping levels of reports
- Creating reports without a Wizard
- Creating controls
- Setting properties

File Management within Access