

MS ACCESS INTRODUCTION

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This course is ideal for new Access users, or those that are self-taught. The course will cover aspects of database design, navigation and creating queries.

Module 1

Getting Started

Database Structure
Database Discussion
Open Existing Database
Examine Objects
Create a Database using a Wizard

Module 2

Tables

Creating Tables
Data Types
Field Properties
Setting Primary Key
Create a Form Wizard
Create a Report Wizard

Module 3

Data

Entering Data
Navigate to Records
Sort
Find

Module 4

Select Queries

Open existing Query
Modify
Create a Query
Use Wildcard Characters
Use Operators

Module 5

Forms

Create Forms
Modify

Module 6

Reports

Create a Report
Modify