



Microsoft Access 2007-2019/365

Level 1: Getting Started

2 Day Course

Training at Your Office

COURSE DESCRIPTION

Whether you want to create your own simple database, or learn how to use one created by someone else, this is the course for you.

This two-day course will teach you all the very basics from entering data, to extracting information, creating forms and producing beautiful printed reports.

Course Prerequisites: because database programs are more complex than most other programs, you should already be using at least one other program before taking this course. (Excel or Word or PowerPoint, etc.)

COURSE TOPICS

Overview

- What is a Database?
- Database Objects in Access
- Creating / Opening Databases

Tables (Design View)

- Creating a Table
- Adding Fields
- Field Data Types
- Saving
- Insert Fields
- Moving Fields
- Change Field Name
- Change Field Data Type
- Working with Attachments
- Calculated Fields
- Field Size
- Format & Decimal Places
- Default Value
- Caption
- Validation Rule/Text
- Required
- Allow Zero Length
- Indexed
- Input Mask

Tables (Datasheet View)

- Entering Data
- Adding Pictures
- Zoom and Line Breaks
- Column Widths/Row Height
- Navigating Records
- Formatting Cells
- Hiding Columns
- Freezing Columns
- Cut, Copy & Paste
- Deleting Records
- AutoNumbers
- Sorting & Finding
- Filter by Selection or by Form
- Text, Number & Date Filters
- Save Filter as Query

Queries

- Creating Queries
- Adding Fields to Grid
- Entering Criteria
- Running a Query
- Sorting and Hiding
- Saving a Query
- Moving Columns
- Performing Calculations
- Formatting Columns
- Parameter Queries
- Totals Queries

Forms

- AutoForms
- Split Forms
- Using the Form Wizard
- Design & Form Views
- Layout View
- Moving/Sizing Controls
- Applying AutoFormat/Theme
- Edit Text Labels
- The Form Header/Footer
- Entering Data in the Form

Reports

- AutoReports
- Using the Report Wizard
- Different Views of Reports
- Report Bands
- Adjusting Controls
- Merging Fields
- Previewing and Printing

Working in the Navigation Pane

- Rename Objects
- Making a Copy
- Deleting Objects
- Object Properties



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