

Microsoft Access Level 1

Course Objectives:

This course aims to familiarise the new user with the concepts of database design and implementation using Microsoft Access. The content includes the design and editing of the four main parts of a database system - *Tables, Queries, Forms and Reports*. At the end of the course, delegates should be able to create and use database systems with confidence.

Course Contents

Introduction	Starting Access and screen familiarisation including the task pane.
Creating and Using Tables	Database design principles; Access field types; creating a database table; creating a database using a Wizard; changing field properties; validation rules; editing data tables and sorting tables.
Filters and Queries	Creating and using filters; creating and using select queries.
Working with Screen Forms	Creating a form using the Wizard; working with form controls; adding controls to an Access form; changing control properties; saving and using a form.
Producing Reports	Creating a report using the Wizard; working with report objects; previewing and printing reports.

Course Details This is a one-day introductory course running from 9:30 am - 4:30 pm. Courses run at both Swansea and Cardiff locations.

Prerequisites To gain the maximum benefit from this course an attendee should have a basic knowledge of Windows and be able to use the mouse.

Qualification This course covers material from the Standard European Computer Driving Licence (Module 5) and the Microsoft Office Specialist Core Access syllabus.

What Next?

Access Level 2
Learn how to create relational databases to exploit the full potential of the package. Create more complex forms based on multi-table queries. Save time by developing different types of queries to interrogate your database.

Access Level 3
Make your database easier to use by developing a macro-based greetings menu. Perform advanced calculations in forms and reports. Improve your security by setting passwords