



Delegate Pre-Requisites

No prior knowledge of Access is required.

Course Duration

This is a Two Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

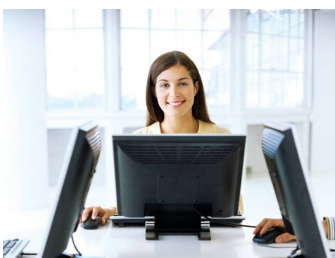
Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



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Access The Basics

Target Audience

This course is designed for delegates who wish to gain a basic understanding of the principles of creating a database using Microsoft Access. Access is a very powerful tool which allows the user to create tables, queries and reports with ease.

The Content

Access Workplace

- * The Workplace
- * Customising The Quick Access Toolbar
- * Customising the New Status Bar

The Basics

- * Terminology and Concepts
- * What is a Database?
- * The Database Structure

Opening a Database & Security Issues

Creating a Database

- * Creating Tables
- * Using Datasheet View
- * Using Design View

Table Modification & Navigation

- * Adding Fields
- * Data Types
- * Formatting Data in Tables
- * Navigation Pane
- * Field Properties
- * Input Mask
- * Validation Rules
- * Field Properties - Guides Table

Manipulating Records & Tables

Primary Keys & Indexing

- * Defining a Primary Key
- * Indexing
- * Manipulating Single & Multiple Field Indexes

Filtering & Sorting

- * Text Filters
- * Single & Multiple Filters
- * Sorting

Access Forms

- * Forms Overview
- * Creating / Modifying Forms
- * Form View
- * Modifying Records

Relationships

- * Table Relationships
- * One-to-Many Relationship
- * Many-to-Many Relationship
- * One-to-One Relationship
- * Relationships between Tables
- * Referential Integrity
- * Cascade Options

Using Queries

- * What are Queries?
- * Creating simple Queries
- * Adding Criteria to a Query
- * Running a Query
- * Editing Criteria in a Query
- * Creating a Two Table Query and Sorting the Results
- * Saving a Query

Access Reports

- * What are Reports?
- * Using the Report Wizard
- * Modifying the Layout of a Report
- * Adding & Modifying Field Names within a Report
- * Adding Logos to a Report
- * Using Autoformat

Printing Options

- * Considerations before Printing
- * Printing Tables, Query, Reports or Forms
- * Print Preview

Call our team 01527 836840

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