

Microsoft Access Foundation

In this course the participant will learn Database principles and concepts needed to simplify database creation and management. From creating tables and queries to designing user friendly forms and reports for your needs. The participant will also learn how to work with table relationships, controlling data. The course also covers creating and using queries. Perfect for those new to Microsoft Access.

Getting to Know Access

- Understanding Microsoft Access
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Other Database Objects
- Closing a Database File
- Exiting From Access

Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design

Creating a Lookup Database

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting to a Lookup Table
- Viewing Table Relationships

Modifying Table Structures

- Opening an Existing Table
- Adding Fields to an Existing Table
- Understanding Field Properties
- Changing Field Size

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- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From a Table
- Copying a Table Within a Database
- Deleting a Table From a Database

Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Reuse
- Adding Records
- Adding Additional Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
- Adding Additional Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

Working With Records

- Table Navigation
- Navigating to a Specific Record
- Editing a Record
- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing
- Printing Records From a Table
- Compacting a Database

Sorting and Filtering

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating a Query Design
- Working With a Query
- Changing a Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving a Query
- Running Queries From the Navigation Pane
- Deleting a Query
- Creating Additional Queries

Creating and Using Reports

- Understanding Reporting in Access
- Creating a Basic Report
- Working With Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working With Grouped Reports

Creating and Using Forms

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working With Existing Forms
- Adding, Deleting & Editing Records

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**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

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Course, please contact us by email to
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