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Microsoft Access 2010 Beginners

All earlier versions and 2013 available

On-site training only

We only run this course on-site for groups. Minimum of 6 delegates.

Description

This course will give delegates an understanding of how tables work in an Access database and explain how to create forms, queries and reports using the wizards. This course is suitable for people who need to understand how to use and maintain an Access database and how to perform simple queries and reports as well as people who will need to design a database themselves.

Duration

1 day

Outcomes

To enable delegates to:
- Create tables
- Create forms, queries and reports using a wizard

Unit Standards

SAQA US ID # 116936, NQF Level 3
Use a graphical user interface (gui)-based database application to work with simple databases
SAQA US ID# 117927, NQF Level 4
Use a graphical user interface (gui)-based database application to solve a given problem

Prerequisites

Delegates should have a good understanding of Word and Excel

Course content

Module 1: The Access environment

- Examples of Databases
- The Access Screen
- Navigating in an existing database

Module 2: What is a database?

- What is a table?
- What is the Primary key of a table?
- What is a foreign key?
- What is a query?
- What is a form?
- What is a report?
- What is a macro?

- What is a module?

Menus in access

- Shortcut Menus
- Printing In Access

Wizards

- Using the Database Wizard to create a Database
- Using the Table Templates
- Using the Form Wizard
- Using the Report Wizard
- Using the help feature

- Naming Conventions for objects in a database
- Database Planning
- Steps in designing a database

Module 3: Working with tables
- Creating a table manually
- Setting the primary key
- What is the primary key?
- Selecting the data type for table fields
- AutoNumbers
- Setting Field Properties
  - Saving/updating a table
  - Copying a table
  - Deleting a table
  - Importing a table
  - Importing a Table with a Link

- Importing a Text File
- Navigating and working in tables
- Adding records in datasheet view
- Editing a database table
- Finding data
- Replacing data
- Deleting records
- Rearranging Fields
- Changing Column Widths
- Sorting a datasheet
- Filtering data
- Subdatasheets in tables
- Printing a table
- Defining default relationships between tables