

Access Level 1



A one day course for people new to Microsoft Access

Prerequisites

This course assumes the students to have basic computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Exploring Access

Why use Access?
Starting Access
Navigate Access
Tabs and Ribbons
The Backstage
The Quick Access Toolbar
Exiting Access

Chapter 2 - Database Objects

Tables
Enter Data into Tables
Forms
Queries
Reports
Overview of Macros and Modules

Chapter 3 - Create A New Database and Tables

Planning a Database
Create a Database
Create a Table
Select a Data Type
Designate a Primary Key
Save the Table
Enter Data into a Table
Selecting and Deleting Records

Chapter 4 - Working in Tables

Find Data
Replace Data
Filter By Selection

Filter Excluding Selection
Using Text Filters
Freeze Fields
Sorting Data
Printing

Chapter 5 - Relationships

Relational vs Flat File Databases
The Relationships Window
Create a One-to-Many Relationship
Create a One-to-One Relationship
Create a Many-to-Many Relationship
Fix the Many-to-Many Relationship
Referential Integrity
Cascade Update and Cascade Delete
SubDataSheets

Chapter 6 - Simple Queries

Query Design
Add Tables to the Query
Add Fields to the Query
Save the Query
View the Query in DataSheet View
Sort the Query
Rearrange the Order of the Fields
Filter Criteria and Delimiters
Datatype Mismatch Errors
Using Mathematical Operators
Multiple Criteria
“Between” Criteria
Wildcards
Parameter Prompts
The Simple Query Wizard