



White Horse Computer Training

## Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

### Microsoft Access "Quick Trip"

**Duration:** 1 day      **Pre requisites:** Basic familiarity with keyboard and mouse

- What is a Database?
- Database terminology
- Understanding Access
- The Database Control Centre
- Creating a simple table
- Field names, data types and properties
- Saving and naming
- Entering data
- Changing the table structure
- Adding and removing validation checks
- Filtering records
- Sorting data
- Modifying a table
- Access Select queries
- Coping with null values
- Querying data from more than 1 table (Relational queries)
- Creating and modifying Forms
- Creating and modifying Reports
- (Optional) Creating simple macros