

Who is this for?

Access is the database element of Microsoft Office and thus the core component for storing data which can then be used in the Office suite. You may already be using Access for keeping a list of unrelated items, say a contact list or list of assets, but want to get more out of the program by using queries to select specific items and print lists. Perhaps you are totally new to Access, but have a project in Excel which is proving cumbersome. Alternatively, you may be using an Access database set up by someone else and need an overview on what goes on behind the scenes to get more from your data.

What does it cover?

With Access, it is important to be conversant with the concepts of flat file and relational databases, plus database design principles. Alongside giving you a grounding in the operational aspects of Access, these database principles underlie the course so by the end you have a good appreciation of why Access works the way it does and the core parts of the program. Creating and manipulating tables for data storage, together with creating queries is the main part of the day. The use of forms (data input screens) and reports (print outs) is covered by using the wizards for initial creation then customising these to suit.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

An Access overview

Databases & access terminology explained
Flat file v relational

Understanding Access Objects: Tables, Queries, Forms, Reports

The Navigation pane & Access views

Creating a database

Opening & closing a database

Creating a simple table

Creating fields
Field names, data types & properties
The how's & why's of primary keys
Saving tables & naming conventions
Changing the table structure
Adding & removing validation checks

- ♦ *Entering non negative values & upper and lower limits*
- ♦ *Limiting data entry based on dates*
- ♦ *Using lookups to retrieve data from another table*

Adding a simple index
Setting display formats
Setting default values

Entering data

Adding records
Moving around a datasheet
Modifying & deleting records
Finding & Filtering records
Sorting data
Freezing & unfreezing columns
Moving a column
Column widths
Hiding columns
Saving changes to the layout

Understanding Queries

Creating a query

- ♦ *Selecting tables*
- ♦ *Selecting fields*
- ♦ *Specifying criteria & coping with null values*
- ♦ *Sorting in a query*
- ♦ *Queries with multiple tables*

Viewing a query

Saving, closing, opening & running a query

More overleaf...

Creating & customising Forms using the Wizard

Form View, Layout View & Design View

Columnar & tabular forms

Form sections

Controls & properties

Moving, sizing, aligning &

Spacing controls

Controls Tools

Lines & rectangles

Adding labels

Adding fields to forms

Adding push buttons

Providing choices with an option group

Creating & customising Reports using the Wizard

Report Basics

Creating a blank report

Creating a report using the Report wizard

Modifying a Report

Report sections

Printing objects

Grouping & sorting data