MS Access Excellence
Become proficient with Microsoft Access Databases

COURSE DESCRIPTION

Every one of us, whether we know it or not, are surrounded by data. Some of it we keep track of on paper or in spreadsheets. Some of it is really important, like tasks that are part of our daily work. BUT, unfortunately, very few of us use the one tool that was built to handle all of our data needs - the Microsoft Access database. Many people do not use the Microsoft Access database program for two reasons, 1. They think it is too complex and 2. They do not realize how incredibly powerful it is.

BENEFITS

At the end of this course you will have a good working knowledge of Microsoft Access training basics. You will feel more confident using Access, and be able to create a database from scratch. Understanding and using tables, fields and records and the rules for entering your data is the foundation from which you can create simple queries, use forms and, ultimately create reports.

PREREQUISITES

A working knowledge of Windows is required, or our Microsoft Windows Introduction course. No experience of MS Access is required.

TRAINING METHODOLOGY

- Interactive with trainer & trainees
- Assessments to measure existing knowledge and deficiencies
- Positive impact on works giving users real hands-on experience
- Engaging-interesting Fun and learn
- Easy to understand
- Practical case studies, Group discussions and exercises
- Motivational Video Clips

DESIGNED FOR:

Software Version: Access 2016
Duration: 1 Day (8Hrs)

TRAINING CONTENT

INTRODUCTION
- What's new in Access
- Introduction to Databases
- Introduction to Objects
- Managing Databases and Objects

DATABASE CONCEPTS
- Database concepts and terminology
- Exploring the Access environment
- Planning and designing databases
- Closing a database and Access

ACCESS BASICS
- Exploring tables
- Examining queries
- Creating Forms
- Exploring reports

CREATING DATABASES
- Creating a database
- Using the table wizard
- Working in design view

WORKING WITH FIELDS AND RECORDS
- Changing the design of a table
- Adding and deleting records
- Finding and editing records
- Sorting and filtering records
- Querying Tables

- Creating and using queries
- Modifying query results and queries
- Using calculations in queries
- Working with forms

CREATING RELATIONAL DATABASES
- Database normalising
- Adding referential integrity

WORKING WITH RELATED TABLES
- The lookup wizard
- Changing lookup fields
- Inputting data to related tables

DEFINING DATA ENTRY RULES
- Using input masks
- Setting a property and validation rule

USING ADVANCED QUERY FEATURES
- Designing a Simple Query
- Designing a Multi-table Query
- How to join a table in queries
- Creating a calculated field
- Using an action query

PIVOTTABLES AND PIVOTCHARTS
- Create a PivotTable
- Modify a PivotTable
- Working with a PivotChart