



Introduction to Microsoft Access 2007/2010

Two-Day Course

Windows

Course Overview:

This course is designed for those wishing to learn how to create Microsoft Access databases. In this course, you will learn how to create simple tables, forms, queries and reports. Users will create tables with various types of fields, create forms based on tables, generate select and update queries and design reports with calculated controls.

Course Content:

Tables

- Design tables with different field types and properties to collect data
- Enter and edit records
- Save tables in a database file

Forms

- Create simple forms based on a table
- Use various formatting tools
- Work with different types of controls and change properties
- Understand control layouts and remove controls from control layouts
- Use various Autoformats to format a form

Queries

- Create select queries using various wildcards and operators to extract information
- Create calculated fields in a query
- Create action queries such as Delete and Update
- Summarize data by using summary queries using functions such as SUM, AVERAGE, MAX AND MIN

Relationships

- Set up simple relationships between tables based on a key field
- Display related tables in a query

Reports

- Create basic reports based on tables or queries to display your data
- Place calculated controls on a report
- Use various the formatting tools to format reports

Validations and Restrictions

- Add validations, restrictions and input masks on fields to ensure data is consistent

Mail Merge

- Create a mail merge with MS Word using a query or table