



Introduction to Microsoft Access

Two-Day Course

Windows

Course Overview:

Microsoft Access is a powerful database application software. In this course you will develop fields and records, specify properties for fields, format forms & reports and run queries. You will import Excel files into an Access database and run a mail merge with Microsoft Word.

Course Content:

- Create and save a database file
- Design a table with various field types and properties
- Understand the primary key
- Create combo boxes to create drop-down menus in fields
- Save and name tables
- Create a columnar form based on a table
- Use the formatting tools and the Toolbox to design forms
- Understand the types of controls on forms
- Save and name forms
- Create select queries using various wildcards and operators
- Run select queries
- Save and name select queries
- Run Delete and Update queries
- Set up relationships between databases based on a key field
- Display related tables in a query
- Create reports based on tables or queries
- Place a calculated control on a report
- Save and name reports
- Create calculated fields in a query
- Create summary queries to summarize data
- Set up validations to ensure accurate data entry
- Import data from an Excel workbook
- Generate an MS Word mail merge