



# Microsoft Access Beginners

Duration: 5 half days (15 hours)

## Objectives

One of the most efficient and powerful way of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2007 relational database application.

## Target Audience

This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes.

## Prerequisite

Familiarity with the Microsoft Windows and Office environments is an advantage.

## Course Outline

### Part 1: Getting started

- Database concepts
  - Identifying database components
  - Identifying the advantages of relational databases
- Exploring the Access environment
  - Starting Access and examining the Access window
  - Opening a database
- Getting help

### Part 2: Databases and tables

- Planning and designing databases
  - Planning a database



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- Creating a database from a template
  - Creating a blank database
- Exploring tables
  - Discussing views
  - Examining a table in Datasheet view
  - Navigating in a table in Datasheet view
  - Examining a table in Design view
- Creating tables
  - Creating a table by using the table templates
  - Creating a table in Design view
  - Adding fields and descriptions to a table
  - Setting the primary key
  - Saving the table
  - Adding a record
  - Copying, modifying, and deleting a table
  - Creating a composite key

### Part 3: Fields and records

- Changing the design of a table
  - Modifying field names
  - Deleting and inserting fields
  - Moving a field
  - Using the Attachment data type
  - Adding a total row
- Finding and editing records
  - Finding and replacing a value
  - Undoing changes
- Organizing records
  - Sorting records by a single field
  - Sorting records by multiple fields
  - Using Filter By Selection
  - Using Filter By Form
  - Using Filter Excluding Selection
  - Using Advanced Filter/Sort



- Deleting a record

#### Part 4: Data entry rules

- Setting field properties
  - Setting the Required property
  - Using the Allow Zero Length property
  - Setting the Field Size property
  - Setting the Append Only property
- Working with input masks
  - Creating an input mask
  - Working with the Input Mask Wizard
- Setting validation rules
  - Creating validation rules
  - Setting validation text

#### Part 5: Basic queries

- Creating and using queries
  - Planning a query
  - Using the Query Wizard
  - Creating a query in Design view
  - Saving and running the query
  - Sorting query results
  - Filtering a query by adding criteria
  - Creating a query from a filter
- Modifying query results and queries
  - Editing query results
  - Adding fields to a query
  - Finding records with empty fields
- Performing operations in queries
  - Using comparison operators
  - Using the OR condition
  - Using the AND condition
  - Using the \* wildcard
  - Using calculations in a query



- Totaling a group of records
- Using the Average and Count functions
- Using the Min and Max functions

## Part 6: Using forms

- Creating forms
  - Examining a form
  - Creating a basic form
  - Creating a form using the Form Wizard
- Using Design view
  - Creating a form in Design view
  - Adding controls
  - Modifying properties
  - Applying conditional formatting
- Sorting and filtering records
  - Using a form to sort records
  - Using a form to filter records

## Part 7: Working with reports

- Reports
  - Examining a report
  - Creating a basic report
  - Creating a report using the Report Wizard
  - Creating a report using Design view
- Modifying and printing reports
  - Modifying a report in Design view
  - Modifying a report in Layout view
  - Grouping, sorting, and filtering a report
  - Adding summary fields using the Report Wizard
  - Modifying the layout and style of a report
  - Printing a report