

ACCESS 2010/2013/2016

LEVEL 1 – DATABASE DESIGN

2-day course

Course Code: D151B

WHO SHOULD ATTEND?

This course is intended for new users of Access.

PREREQUISITES

Windows XP, Vista, 7, or 8

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database, and work with those components
- Open a table, find information stored there, and enter data
- Create and customize a table design
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Create forms for entering data into tables, and change the design elements that have been placed on those forms
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports and print preview reports
- Import and export data to and from various sources, including text files and Excel
- Preview and print database objects, and change the page setup options

COURSE CONTENT

THE BASICS

Database Concepts; Getting Started; Creating a Database; Converting Access Files; Working with Objects; Using Access Help

TABLE DATA

Table Concepts; Viewing Data in a Table; Changing the Datasheet Appearance; Entering and Editing Data; Applying Filters

TABLE DESIGN

Creating a Table; Changing the Table Design

DATA ENTRY

Data Entry Concepts; Data Formats; Input Masks; Input Validation; Adding Records

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RELATIONSHIPS

Relationships between Tables; Creating a Relationship; Referential Integrity; Removing a Relationship; Printing Relationships

CREATING AND USING FORMS

Creating a Form Using AutoForm; Creating a Form Using the Form Wizard; Creating a Form in Design View; Opening a Form; Changing a Form Design; Adding Controls; Placing Controls; Multiple-Choice Controls; Error Checking

QUERIES

Using the Query Wizard; Creating a Query in Design View; Selecting and Sorting in a Query; Calculations; Action Queries; Parameter Queries

REPORTS

Creating Reports; Using the Report Wizard; Previewing Reports; Creating Reports in Design View; Changing Report Design; Control Operations; Control Attributes

IMPORTING AND EXPORTING DATA

Importing and Exporting; Importing a Text File; Importing Data from an Access Database; Exporting Data; Troubleshooting Importing and Exporting Problems

PRINTING

Printing Objects; Print Preview