

Introduction to the Course	It is essential that the delegate has successfully completed a Windows Introductory course, or has gained similar knowledge within the work environment. Familiarity with any database product would also be useful.
Objectives	This course is designed to give delegates a good working knowledge of Access, so that they can create and edit Access databases. By using/creating Tables, Queries, Forms and Reports. Creating and using Expressions and Calculations.

Course Content

Introduction to Access

Database features and common terminology
Designing a database and using Database Templates
The Ribbon, Command Tabs, Contextual Command Tabs, Quick Access Toolbar, Tabbed Documents, Status bar and Mini toolbar
Database objects

Creating Tables

Using Table Templates and manually creating tables
Creating Fields in Design View, using Field Templates and existing fields. Field properties
Table relationships
Indexing fields
Creating key fields
Formatting Tables

Entering Data Into Tables

Moving around the table
Finding and replacing data
Sorting columns in tables
Applying and removing filters
Calculating in tables
Subdatasheets

Creating Select Queries

Single table queries
Multiple table queries
Common query criteria
Calculating fields

Advanced Select Queries

Parameter
Totals
Cross Tab
Action Queries

Creating Forms

Using the Form Wizard
Using Design and Layout views
Enhancing a form

Creating Reports

Using the Report Wizard
Using Design and Layout views
Automatic summary reports
Creating a report manually
Sorting and grouping data

Controls On Forms And Reports

Combo, list boxes, radio buttons, check boxes and group boxes
Bound and unbound object frames
Using Control Wizards
Using the Command Button Wizard
Conditional formatting

Using the Expression Builder

Functions
Formula
Conditions