

Getting Started with Access

Seminar Overview

This half day hands-off seminar is designed to enable you to build and maintain the basic components that make up an Access database, namely: tables, forms, queries and reports. It is an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

It is essential for anyone who wants to learn how to create and use Access databases in a time and cost efficient way.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016 as well as Office 365.

Seminar Prerequisites

The seminar is for delegates who have little or no knowledge of Access. It would suit those delegates who haven't used Access before as well as those who have used an existing Access database to add and edit data and now need to create and edit tables and build their own forms, queries and reports. Delegates must have used another Microsoft application such as Word, Outlook, Excel or PowerPoint.

Seminar Content

Access Tables

Introducing database design concepts. Understanding fields and data types. Creating a table. Creating fields and setting basic field properties. Creating indexes to speed up your databases. Setting the primary key. Saving the table design. Editing a table in design view.

Using datasheet view to add, find, edit and delete records. Customising datasheet view to make it quicker and easier to work with.

Linking Tables

Rules for linking tables to enhance the performance of your databases. Linking the common fields in two tables.

Access Forms

Creating a form using AutoForm. Customising the form. Selecting, moving, inserting and deleting controls. Inserting text onto the form. Adding calculations to the form. Using a Combo box on a form so that users can choose from a drop down list of options.

Using your form to add, find, edit and delete records.

Access Queries

Creating a query to extract records from a table. Choosing the table, selecting the fields, setting the criteria and choosing the sort order. Looking at further criteria options giving you powerful ways to find your data. Saving and running a query.

Access Reports

Understanding how reports link to tables and queries. Creating a report using Report Wizard. Enhancing your report with controls. Print preview and printing a report.