

# Microsoft Access – An Introduction

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These courses are hands-on and designed to provide participants with a solid understanding of Microsoft Access. The Introduction class is for 2 days in duration and the Intermediate and Advanced are 1 day each. Each class runs from 9:00 until 4:00. Included with all courses are course notes, a pad for note taking and telephone support following class.

In the Introduction, participants will gain an understanding of the capabilities of ACCESS and how they can be applied to solve common business problems.

<b>Introduction</b>	
<b>Creating a database:</b>	<b>Formatting a table including:</b>
Database terminology	Editing your information
Planning and designing your database and security	Viewing all and selective information
Creating your table(s)	Finding specific information
Defining a primary key	Deleting information
Examining the structure & contents	Changing the contents of your table
Adding information	Modifying the structure of your table
Controlling data entry with input masks	Sorting your information
<b>Filters, sorts and queries:</b>	<b>Creating reports:</b>
Applying and clearing a single filter	Types of reports
Applying and clearing multiple filters	Using the Report Wizard
Sorting your data	Creating the report structure
Creating and running a query	Adding fields and calculations to a report
Specifying criteria for text, numbers, dates etc.	Understanding the report design screen
Creating queries with multiple tables	Making modifications to your report
Saving and deleting a query	Adding a grouping to your report
Creating a query with parameters	Adding calculations based on your grouping
Summarizing query data with the total icon	<b>Creating a basic form:</b>
Sending query data to Word and/or Excel	Forms overview
<b>Relationships:</b>	Using the Form Wizard
Understanding table relationships	Modifying fields, labels and titles
Creating and saving a one-to-many relationship	Deleting unwanted items on the form
Referential integrity	Saving your form for future use