

Microsoft Access 2000 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft Access 2000, or for users with limited experience. Delegates will learn how to plan, design and create a database and how to use a database to analyse data, perform calculations and produce reports.

Prior Knowledge Required:

No prior knowledge of Access is required, but some basic PC and Windows experience is assumed.

Course Duration: 2 days, but course contents can be tailored if required.

Introduction

- Concepts of a Relational Database
- Launching Access 2000

The Access Environment

- Exploring The Access Screen Layout
- Using Menus and Toolbars
- The Office Assistant

Working With Tables

- Creating a Table
- Setting Field Names, Data Types & Properties
- Assigning a Primary Key
- Table Views
- Editing a Table Design

Entering and Editing Table Data

- Entering Data in a Datasheet
- Moving Around Tables
- Selecting Fields and Records
- Editing Table Data
- The AutoCorrect Feature
- The Spell Checking Feature
- Formatting the Table Appearance
- Searching For Data Records
- Sorting and Filtering Table Data

Importing Objects and Data into Tables

- Inserting an OLE Object
- Adding Records from Another Access Table
- Importing and Linking Data

File Procedures and Printing

- Database File Operations
- Object File Operations
- Printing Options & Print Preview

Using Queries

- Understanding Queries
- Creating and Amending a Query
- Creating and Formatting Calculated Fields
- Using Aggregate Functions in Queries
- Creating Criteria Using Expression Builder
- Action Queries

Working With Forms

- Creating a Form
- Viewing a Form
- Moving Around a Form
- Editing and Formatting a Form
- Creating a Form with Multiple Pages or Tabs
- Using Filters

Producing Reports

- Creating a Report
- Viewing a Report
- Editing and Formatting a Report
- Printing and Print Preview

Multiple Tables and Relationships

- Defining Relationships
- Joining Tables in Queries



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