

Access Level 1 - Basic

What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

How long is the course?

2 Days

Who should attend?

Any individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. Delegates will gain an understanding of the advantages that using a relational database application can bring to their business processes.

Overview of Access

- What is a Database?
- What is Access?
- Understand Database Structure

Getting Started

- Start Access
- Understand the Access Interface
- Open an Existing Database
- Enable Macro Content
- Manage Objects in the Navigation Pane
- Switch between Views
- Close a Database
- Exit Access

Introduction to Tables

- External Data
- Data Types and Properties
- Add Records in Datasheet View
- Apply Rich Text Formatting to a Memo Field
- Enter Data Using a List
- Delete Data from a Field
- Delete a Record
- Add a New Table to an Existing Database
- Import or Link to Create a Table
- Add a Field by Entering Data
- Save a Table
- Close a Table
- Delete a Table

Modify Table Design

- Display a Table in Design View
- Change Data Types in Design View
- Set the Field Size Property
- Change the Format Property
- Move a Field in Design View
- Create a New Field in Design View
- Delete a Field in Design View

Sort Records on Text, Numbers or Dates

- Sort Records in Datasheet View
- Remove a Sort Order
- Save a Sort Order with a Table

Locate Records in a Database

- Browse through all Records
- Search for a Record
- Filter to Display Specific Records

Display Column Totals in a Datasheet

- Sum Values using the Total Row
- Add a Totals Row
- Remove a Totals Row
- Copy a Total Row to another File
- Count the Number of Values in a Column

Create a Simple Report by Formatting a Datasheet

- Resize Columns and Rows
- Move a Column
- Rename a Column
- Show or Hide Columns
- Change the Gridlines Style and Background Colour
- Change the Text Format
- Save Layout Changes

Print Access Data

- Print Data without Changing Settings
- Preview before Printing
- Make Page Layout Changes before Printing