



## Microsoft Access Introduction Course Outline

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- Duration:** One Day
- Pre-requisites:** Keyboard experience and ideally have a good working knowledge of Windows.
- Objectives:** Attendees will understand how relational databases work and how to begin creating an Access database. Attendees will be able to organise data into tables and extract data by creating simple queries.
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### Database Introduction

- What is a Database?
- What is Access?
- Ground Rules for Database Design
- Introducing the Access Window
- Creating a New Database Manually
- Saving, Opening and Closing a Database
- Selecting Records
  - Using Simple Criteria
  - Using Comparison Operators
  - Using the Date Operator
  - Using Wildcard Characters
- Excluding Fields from a Dynaset
- Sorting Records

### Data Manipulation

- Inserting and Deleting Records
- Changing Data and Undoing Changes
- Editing Data in Datasheet View
- Importing and Exporting Data
- Finding Data
- Replacing Data in Multiple Records
- Sorting Records
- Filtering Records
- Printing Records

### Queries

- What is a Query
- Creating a Simple Query
  - Using the Wizard
  - Starting from Scratch
  - Saving Queries
  - Selecting Specific Fields
- Adjusting the Dynaset
- Deleting Fields

### Creating and Modifying Tables

- Creating a Table using the Wizard
- Creating a Table Manually
- Saving a Table
- Entering and Editing Data
- Defining Data Types and Properties
- Changing Views
- Setting Data Types
- Setting Field Properties
- Setting a Primary Key
- Moving Around in the Table
- Restructuring Tables
- Formatting Tables
- Freezing Columns

### Advanced Table Design

- Creating Look Up Fields
- Advanced Field Properties
- Using Input Mask