



**silicon
beach**
TRAINING

t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

Beginners Microsoft Access

Duration: 1 day

Price: £225 + vat

Prerequisites

Delegates should have reasonable general PC skills.

No prior knowledge of Access is required.

This is an intensive 1-day course, introducing delegates to the concepts of creating relational databases using MS Access.

Objectives

By the end of the course, delegates will be able to:

- Create a simple relational database using Access

Course Content

Introduction

- What is a relational Database
- What are Access Objects
- Database design concepts
- Relationships between tables

Working with an Access Table

- What are fields and records
- How to navigate through records
- How to enter, edit and delete records
- How to format tables
- Filtering data in tables

Designing Tables

- Using design view
- Adding and naming fields
- Assigning Field types
- Assigning Field Properties
- Creating Key Fields
- Creating relationships

Designing Queries

- Using And and Or statements
- Parameter Queries
- Autolookup Queries

Designing Forms

- What are forms
- Designing a Form using the Wizard
- Formatting forms
- Working with Combo Boxes



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Beginners Microsoft Access (continued)

Duration: 1 day

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Prerequisites

Delegates should have reasonable general PC skills.

No prior knowledge of Access is required.

Report Design

- Creating a report using the Wizard
- Formatting Reports



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