

MS Access 97 for Windows Essentials

A One Day Training Course

Course Aims:

MS Access 97 is the latest database from Microsoft designed specifically for a graphical environment. This course is designed to give you an understanding of some of the major features and functions within Access and the advantages of using a relational database running under Windows. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given.

Course Outline:

Introduction

Introduction to Databases

- What are Databases?
- An Overview of Manual Databases
- A Comparison with Computerised Databases
- What is a Relational Database
- Designing Tables
- Primary Keys and Foreign Keys

Main Tasks of an Access Database

- Step 1 - Storage of Data
- Step 2 - Viewing, Entering and Editing Data
- Step 3 - Searching for and Asking Questions of the Data
- Step 4 - Printing Reports

The Course Database

Getting Started with Microsoft Access 97

- Starting Access 97
- Existing Access; The Access Screen

Access Help, Wizards and Cue Cards

- The Help Screen
- Wizards; Cue Cards

Creating a Database

- The Database Window
- Creating Table Objects
- Table Definition Components
- Field Properties; Setting the Primary Key
- Saving a Table

Modifying Table Structures

- Modifying the Structures of a Table

Importing and Linking Data

- Linking; Importing

Relating Tables

- Using Look-Up Fields
- Relationships and Referential Integrity

Data Entry

- Using Datasheet View, Editing Records
- Keyboard Commands
- Adding a New Record
- When Data is Saved
- Undoing Changes made in Error
- Copy, Moving and Deleting Data
- Deleting a Record

Searching Tables

- The Find Command; Find and Replace
- Using Filters - Limitation of Find

Designing Data Entry Forms

- Advantages of Forms in Access
- AutoForm; Types of Form
- The Form Wizard; Using AutoForm
- Working in a Form
- Creating a Form Using Multiple Tables

Select Queries

- What is a Select Query?
- What is a Dynaset?
- Adding and Moving Fields
- Criteria; Summarising Data
- Table Joins in Queries

Reporting in Access

- Printing Tables and Forms
- AutoReport; Report Wizard
- Single Column Reports
- Tabular and Groups/Totals Reports
- Mailing Labels?; Print Preview
- Printing Tables and Dynasets
- Using AutoReport
- Using the Report Wizards
- Changing the Design of Existing Reports
- The Report Bands & Mailing Labels

Target Audience:

New, recent or intending users of Microsoft Access 97 who have little or no existing database knowledge.

Assumed Knowledge:

A working knowledge of PCs and Windows 95 is assumed, gained from the workplace or by prior attendance on a "Windows 95 User Introduction" course.

