

MS Access 97 for Windows Introduction

A Two 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 to Databases

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

Main Tasks of an Access Database

- Storage of Data;
- Viewing, Entering & Editing Data
- Searching for & Asking Questions of the Data
- Printing Reports;

The Course Database

Using Microsoft Access 2000

- Starting & Leaving Microsoft Access 2000
- The Microsoft Access Screen

Access Help, Wizards & Cue Cards

Creating a Database

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

Modifying Table Structures

Importing & Linking Data

Relating Tables

- Using Look-Up Fields
- Relationships & Referential Integrity

Data Entry

- Using the Datasheet View; Keyboard Commands
- Adding a New Record; When Data is Saved
- Undoing Changes made in Error
- Copy, Moving & Deleting Data
- Deleting a Record

Changing the "Look" of Data

Searching Tables

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

Designing Data Entry Forms

- Advantages of Forms in Access
- Types of Form; The Form Wizard
- Using AutoForm; Working in a Form
- Create a Single-Column Form using the Form Wizard
- Creating a Form Using Multiple Tables

The Form Design Work Surface

- The Object Property Sheet;
- The Field List; The ToolBar
- Working in Forms Designer

Select Queries

- What is a Select Query or a Dynaset?
- Criteria; Summarising Data
- Table Joins in Queries;
- The Different Join Types
- Calculated Fields in Queries
- Expression Builder

Action Queries

- What are Action Queries?
- Update & Make Table Queries;
- Delete & Append Queries

Reporting in Access

- Printing Tables & Forms; AutoReport
- Report Wizard; Single Column Reports
- Tabular & Groups/Totals Reports
- Mailing Labels; The Screen Preview
- Printing Tables & Dynasets
- Using AutoReport & 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 is assumed, gained from the workplace or by prior attendance on a "Windows User Introduction" course.

