



4D Training

Access Introduction

Who would benefit?

This course is for those who wish to gain a sound understanding of the basic concepts of database application and design and who need to make effective use of Access.

Objective

To build a controlled database example which encompasses the majority of Access's facilities as a fully relational database and to develop this example into a full working model.

Content

- Discuss individual's needs and applications
- Database concepts, design and Access terminology
- Tables
 - Table design, field properties and validation
 - Externally sourced tables
 - Indexing
 - Relationships across multiple tables and relationship options
- Select Queries
 - Queries to relate multiple tables
 - Multi-level sorting
 - Basic calculations in queries
 - Aggregating data through queries
- Forms
 - Using the Form Wizard
 - Customising forms cosmetically
 - Customising forms with user interface features, pick lists, option buttons
- Managing data
 - Adding records
 - Copying and amending records
 - Finding and filtering records
- Reports
 - Using the Report Wizard
 - Customising reports cosmetically
 - Grouping and subtotalling reports

Duration

One or two days