MS Access 2000 Introduction
A One-Day Training Course

Course Aims

MS Access 2000 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. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given.

Course Outline

Introduction to MS Access 2000

- What is a Database?; Computerising a Database
- Designing an Access Database
- Defining a Data Store; Populating a Database
- Extracting Information from a Database
- Reporting Data; Year 2000 Best Practice

Getting Started with Access 2000

- Starting Access 2000; Access 2000 Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- The Status Bar; Menus and Submenus
- SpeedKeys; The Database Window
- Scroll Bars; Exiting Access

Getting Assistance with Access 2000

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window
- Help for Screen Objects – ScreenTips

Creating Tables and Adding Records

- Creating a Table Using the Table Wizard
- Datasheet View; Adding a Record
- Saving Changes; Moving Around the Datasheet
- Finding a Record; Modifying and Deleting Records

Designing Table Structures

- Table Design - Hints and Tips; Creating Tables
- Switching Between Views; Saving Tables
- Field Properties; Field Size Property
- Format and Input Mask Properties; Caption Property
- Default Value Property; Required Property
- Allow Zero Length Property; Indexed Property

Working with Data

- Sorting Data
- Filtering Data
- Using Advanced Filters

Forms

- What is a Form?
- Using AutoForm to Design Forms
- Using Wizards to Design Forms
- Entering Data Using a Form

Simple Select Queries

- What is a Query?
- Creating a Query
- Modifying a Query
- Restricting Records Returned by a Query
- Simple Calculated Fields
- Summary Queries

Simple Reports

- Reporting from Access
- Printing from Datasheet View
- AutoReports
- Designing a Report Using Report Wizards
- Label Reports
- Modifying Reports

Target Audience

New, recent or intending users of MS Access 2000 who have little or no existing database knowledge.

Assumed Knowledge

A working knowledge of PCs and Windows 95/98/NT is assumed, gained from the workplace or by prior attendance on an "MS Windows 95/98/NT User Introduction" course.