

Access 97 Introduction

A Two Day Training Course

Course Aims:

In this two-day introduction course, delegates are introduced to the Microsoft Access database system. The course will take delegates through all the steps required to produce a useful and easy to use system. Starting from basic terminology all the way through to simple macros. Delegates do not require any previous experience on database systems but knowledge of the Windows environment would be beneficial.

Course Outline:

Starting Microsoft Access

- What is a Database?
- Examples of Manual Databases
- Comparisons
- Terminology

The Environment

- Customising the Start-up
- The Screen
- Answer Wizards
- On Line Help

Creating a Database

- Creating the Structure
- Primary and Foreign Keys
- Data Types
- Indexes
- Validation and Defaults
- Creating 'Objects'
- Custom and Pre-Defined Formats
- Input Mask Wizards

Adding and Editing Data

- The Available Views
- Copy, Move and Delete
- Saving and Undo
- Find and Replace
- Columns - Hiding, Sizing and Freezing

Forms

- New Form Wizard
- Creating Forms
- Properties
- Bound and Unbound Controls
- List and Combo Boxes
- Check Boxes and Option Groups
- Chart Wizards

Queries and Dynasets

- Filter by Forms
- Simple Query Wizard
- Designing Queries (Criteria)
- Datasheet Filtering
- On Demand Sorting
- Auto Joins
- Printing the Results
- Calculations
- Parameter Queries
- Action Queries
- Query Type Buttons

Reports

- Creating & Editing
- AutoFormat
- Inherited Filters
- Grouping Records
- Using the Query Output
- Using the Report Wizard
- Printing
- Mailing Label Wizards
- Special Effects
- Look Up Wizard

Macros

- Why use Macros
- Writing simple Macros
- Attaching to Command Buttons
- Designing an Application

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 Introduction" course.