

Training Course Specification

Course: **Microsoft Access 2000 Introduction**

Duration: **One-Day**

COURSE OBJECTIVES: To give an introduction to database design concepts. This course offers a basic knowledge in creating the core objects of a database and covers data manipulation and extraction at an introductory level.

WHO SHOULD ATTEND: People who intend to design databases from scratch or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

EXPERIENCE NEEDED: This course assumes no previous experience of database design. However, delegates with some experience in database design will find this course beneficial if they do not know Access.

COURSE CONTENTS:

1: Introduction to Databases

- DATABASE CONCEPTS
- DATABASE LAYOUT
- LAUNCHING ACCESS.
- THE ACCESS MENU SYSTEM
- DIALOG BOXES
- GETTING HELP
- CREATING A NEW DATABASE
- CLOSING A DATABASE (VS EXIT ACCESS)
- OPENING A DATABASE

2: Tables

- DATABASE DESIGN.
- CREATING TABLES USING THE TABLE WIZARD
- CREATING TABLES IN THE DATASHEET VIEW
- CREATING TABLES IN THE DESIGN VIEW
- DATA TYPES
- FIELD PROPERTIES
- DATA DISPLAY FORMAT VS INPUT MASK
- THE INPUT MASK
- DATA ENTRY PROBLEMS
- MOVING AND COPYING RECORDS

3: Working with Tables

- PASTING RECORDS
- SORTING THE TABLE
- DELETING A TABLE
- TABLE LAYOUT CHANGES
- FIND
- REPLACE
- WILDCARDS

4: Queries

- THE SIMPLE QUERY WIZARD
- THE DESIGN VIEW
- MODIFYING THE QUERY
- USING BASIC CRITERIA
- ADDITIONAL CRITERIA
- PARAMETERS
- MULTIPLE OBJECT QUERIES
- CUSTOM CALCULATIONS IN A QUERY
- CALCULATING FIELDS CONTINUED
- GROUPING FIELDS

5: Introduction to Reports (time permitting)

- REPORTS
- THE REPORT WIZARD
