

# IT Training

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## ***Training Course Specification***

**Course:** **Microsoft Access; Level 1 - Introduction**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** To give an introduction to database design concepts. This course offers a grounding 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

**APPENDIX A: ADDITIONAL FEATURES IN ACCESS 2003**

THE OFFICE TASK PANES

BACKWARDS COMPATIBILITY

OUTPUTTING A REPORT TO SNAPSHOT FILE FORMAT

E-MAILING DATABASE INFORMATION

IMPROVED PROOFING TOOLS

CONDITIONAL FORMATTING IN FORMS

GROUPING TEXT BOXES AND OTHER CONTROLS

WORKING WITH DATA ACCESS PAGES

MISCELLANEOUS NEW FEATURES IN ACCESS 2003

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**Related Courses:**

***Other versions of Microsoft Access; Microsoft Access Level 2, Microsoft Access Advanced (Level 3), Access Programming***