

Training Course Specification

Course: Microsoft Access XP; Level 1 - Introduction

Duration: 1 Day

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

5: Introduction to Reports (time permitting)

- Reports
- The Report Wizard

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

Appendix A: What's new in Access XP?

The Office Task Panes
Backwards Compatibility
Outputting a Report to Snapshot File Format
E-mailing Database Information
Improved Proofing Tools in XP
Conditional Formatting in Forms
Grouping Text Boxes and other Controls
Working with Data Access Pages
Miscellaneous New Features in Access 2002

Appendix B: What's new in Office XP?

New Office XP Features Common across Applications
Smart Tags
AutoCorrect Options
Office XP Clipboard
Office Email Introduction
Other New Features in Office XP
Document recovery and safer shutdown

Related Courses:

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