



### Microsoft® Access Introduction Two Day Course

This two day course provides an introduction to Access and the development of a database. It is suitable for users of other database management systems who are transferring to Access, as well as for new database users. Throughout the two days, the power of Access and its uses will be highlighted. No prior knowledge of Access or database management is required; however delegates are expected to have experience of using Windows to the level attained on our Introduction to Windows course.

#### Course Outline

##### Access Overview (Day 1)

Database Overview  
Database Wizards  
Flat File Databases  
Relational Databases  
Planning a simple Database  
Database Naming Conventions

##### Database Views (Day 1)

Datasheet View  
Design View  
Adding Records  
Modifying Data  
Deleting Records  
Finding Data  
Filtering Records  
Sorting Records

##### Tables (Day 1)

Table Creation  
Fieldnames  
Field Properties  
Primary Keys  
Table Relationships  
Import External Data

##### Forms (Day 1)

Form Wizard  
Form Design  
Modifying Form Objects  
Data Entry  
Tab Order

##### Multi-Table Environment (Day 1)

Multi-table Queries  
Multi-table Forms  
Multi-table Reports

##### Queries (Day 2)

Select Queries  
Sort Options  
Criteria  
Wildcards  
Concatenation  
Between...And Function  
Groups & Totals  
Parameter Query

##### Reports (Day 2)

Report Wizard  
Report Design  
Page Breaks  
Title Front Pages

**These hands-on courses include refreshments and course materials**

Each day of the course will begin at 9:30am and finish by 4.30pm.

*For an information pack or to book courses, please telephone:*

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**or visit our website: [www.ComputerCourses.co.uk](http://www.ComputerCourses.co.uk)**