



Duration: 2 days

What you will learn:

You will learn to take advantage of all the features listed.

The Access Menu System

- The Access Screen
- Opening a Database
- Using Help

Using Forms Modifying Data

- Moving around the database window
- Moving around a table or form
- Entering, editing and saving data
- Viewing and modifying a datasheet

Finding and Filtering

- Using the Find button
- The Filter button
- Entering criteria
- Using wildcards

Database and Table Design

- Creating a database
- Creating a new table
- The table wizard
- Creating fields
- Data types
- Setting field properties

Importing and Exporting

- From another database
- From Excel

Relationships

- Why relate tables
- Creating a simple relationship
- 1 to many
- 1 to 1

Queries

- Creating a select query
- Entering search criteria
- Creating a query on multiple tables
- Summarising data in a query
- Performing calculations in queries
- Parameter queries

Forms

- Autoform wizard
- The Form Wizard
- Understanding form design basics
- Using the toolbox
- Using properties
- Using graphics on a form

Reports

- Autoreport wizard
- The Report Wizard
- Understanding report design basics
- Creating a tabular report
- Groups and totals

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