Microsoft Access 2013 Introduction

Duration: 1 Day

This course is aimed at users who are new to Access. On completion of the course the delegates will be able to understand database concepts and terminology. They will be able to work confidently in a database, work with tables, select specific records from queries and produce reports.

The following gives a brief overview of the course content, which may be tailored to your requirements if required.

Introduction

- What is a database?
- Database objects explained
- Database window and navigation bar

Modifying a Table

- Adding and deleting a record
- Changing column widths
- Freezing columns
- Hiding and moving columns
- Changing field properties
- Totals

Creating Queries

- Creating a new query
- Selecting criteria
- Modifying a query
- Using relational operators
- Summary queries

Designing Simple Forms

- Inputting using forms
- Adding headers and logos

Sort, Find and Filter

- Sort alphabetically in a table
- Finding and editing records
- Filter by selection and form

Creating a Report

- Using report wizard
- Tabular reports
- Modifying a report