Microsoft Access 2019 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 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 relational database?
- Database design
- Database terminology
- Database objects explained
- Database window and navigation bar
- Starting a new database file

Modifying a Table

- Adding, editing, copying, deleting records
- Sorting data
- Working with columns
- Formatting cells
- Displaying totals
- Printing and page setup

Creating a simple Table

- Creating a table in datasheet view
- Fields
- Datatypes
- Primary key

Designing Simple Forms

- Inputting using forms
- Creating a form
- Form controls
- Working in Layout View
- Form properties and calculations in forms
- Formatting forms

Filtering

- Basic filter
- Filter by selection
- Filter by form
- Filter and query criteria

Creating Queries

- Creating a new query using design view and the query wizard
- Query criteria
- Modifying a query
- Summary queries
- Running queries

Creating a Report

- Creating a report
- Viewing reports
- Grouping and sorting reports
- Running reports
- Changing the report design
- Mailing labels
- Exporting the report to Word and Excel