

Microsoft Access Introduction

Prerequisite

None

Course Description

This course is designed to teach the basic features of Microsoft Access. Students will learn how to setup a database and design and create a table. They will learn how to create Select queries for finding information. Students will learn how to create forms for data entry and reports for printing the data.

Objectives

Introduction to Access

- Start Access
- Database Terminology
- Microsoft Access Screen Elements

The Creation of a Database

- Create a New Database File
- Design a Table
- Enter Data Into a Table
- Open and Close a Database

Modify the Table

- Sort Data in a Table
- Find Data in a Table
- Make Modifications to the Table

Queries

- Look at an Existing Query
- Create Select Queries
- Create Select Queries Using the *And* and *Or* Conditions

Forms

- Create a Single Column Form Using the Form Wizard
- Making Modifications to the Form
- Browsing Records in the Form

Reports

- Create a Report
- Change the AutoFormat of the Report
- Change the Text Format
- Print Reports

Class Length

3.5 hours
Instructor-led, hands-on course