

Microsoft Access Course Outlines

Introduction

Course duration = 2 days

Pre-course requisites

Delegates should have:

Understanding and some experience of general computer use (keyboard and mouse)

No Access experience is necessary or assumed

Topics covered

- Overview of database concepts
- Understand the Access environment
- Working with Access views
- Explore an existing database
- Database design principles
- Create a new database
- Design and create forms
- Entering and editing data
- Search and sort data
- Create relationships between tables
- Create queries
- Design and create input forms
- Design and create reports
- Create reports
- Printing options
- Export data to Excel

Intermediate

Course duration = 2 days

Pre-course requisites

Delegates should have:

Attended an Introductory-level course

OR

Have reasonable experience of most of the topics in the Introduction course

Topics covered

- Review queries
- Review reports
- Review forms
- Calculated queries
- Action queries
- Relationship types
- Join types
- Relate tables
- Relational queries
- Relational reports
- Relational forms
- Import and link data
- Macros to automate tasks
- Create a simple menu

Advanced

Course duration = 2 days

Pre-course requisites

Delegates should have:

Attended an Intermediate-level course

OR

Be confident in applying most of the topics in the Introduction and Intermediate courses

Topics covered

- Relational database concepts and theory
- Database design
- Database integrity
- Importing and Exporting data
- Create relational forms
- Macros to automate a user application
- Optimise database performance
- Database documentation
- Backup and restore
- Database security
- Encrypt a database
- Create a user application
- Distribute an application