

Course Overview

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. You will then create a Split Form to search and edit data in a table. Additionally, you will learn the basics of table design and creation, including the concepts of single and multiple Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will use Layout View to create a report that displays grouped data with subtotals, formatted text, and headers and footers. You will then view and filter the report using Report View. You will also create a two-column report. Finally, you will use Design View to modify a report.

Course Preparation

Prerequisite Course: Windows - Level 1 or equivalent experience. Excel experience is a plus.

Course Topics

Exploring Access

- What is a Database?
- Enabling Database Content
- About the Ribbon
- Modifying the Navigation Pane
- Viewing Tables
- Viewing Tables through a Form
- Running a Query
- Viewing a Report

Using Tables in Datasheet View

- Moving Through a Table
- Adding Records
- Editing Records
- Undoing Data Modifications
- Deleting Records
- Editing Tips
- Sorting Records
- Filtering Records
- Using the Total Row
- Adjusting Column Widths
- Moving Columns
- Freezing Columns
- Hiding Columns
- Saving Table Layout Modifications

Creating a Split Form

- Creating a Form
- Changing Labels
- Locating Records
- Modifying Data

Creating Tables

- Creating an Access Database File
- Naming Conventions
- About Field Data Types
- Creating a Table
- Setting a Primary Key Field
- Saving a New Table
- Adding Records
- Testing the Primary Key Field
- Using the Attachment Data Type

- Introducing One-to-Many Relationships
- Creating a "One" Table

Creating Queries to Assemble and Filter Data

- Creating a Basic Query
- Adding Fields to a Query
- Running a Query
- Moving a Field
- Deleting a Field from a Query
- About Query Criteria
- Searching on Numeric Fields
- Searching on Text Fields
- Using Wildcards to Search Text Fields
- Saving and Closing a Query
- Searching on Date Fields
- Searching on Yes/No Fields
- Searching for Blanks
- Hiding Fields
- Using AND Criteria Conditions
- Using OR Criteria Conditions
- Combining AND & OR Conditions
- Sorting Query Results
- Showing Data from Multiple Tables
- Previewing and Printing Queries
- Extra Query Tips

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Creating a Report in Layout View

- Creating a Report using Layout View
- Deleting Items from a Report
- Resizing Columns
- Print Preview vs. Report View
- Modifying Labels
- Grouping and Sorting Data
- Creating Subtotals
- Applying Formatting
- Filtering Report Data
- Creating a Two-Column Report

Changing the Design of a Table

- Opening a Table in Design View
- Adding a Field Description
- Renaming Fields
- Moving Fields
- Adding Fields
- Deleting Fields
- Changing Field Sizes
- Changing a Field's Data Type
- Setting Default Values

Controlling Data Entry

- Setting an Input Mask using a Wizard
- About Custom Input Masks
- Creating a Custom Input Mask
- Setting Required Fields
- Specifying a Validation Rule
- Testing the Rules
- Setting a Single-Field Primary Key
- Setting a Multiple-Field Primary Key

Setting Table Relationships

- About One-to-Many Relationships
- Creating a One-to-Many Relationship in the Relationships Window
- Adding a Table to the Relationships Window
- About Many-to-Many Relationships
- Creating a Many-to-Many Relationship
- Enforcing Referential Integrity
- Viewing Related Records
- About One-to-One Relationships

Using Queries to Group and Calculate Data

- Reviewing a Basic Query
- Combining Two Columns of Text
- Multiplying Two Columns of Numbers
- Creating a Crosstab Query to Summarize Data
- Editing a Crosstab Query
- Using the Total Row
- Grouping by Unique Values
- Calculating Numbers while Grouping
- Applying Criteria Prior to a Calculation
- Applying Criteria After a Calculation Occurs
- The Sequence of a Query

Modifying Reports in Design View

- About Design View
- Viewing a Report in Design View
- Adding a Field to a Report
- Aligning and Sizing Items to Each Other
- Wrapping Text to Multiple Lines
- Adding Report Header and Footer Sections
- Adding Labels
- Grouping and Sorting Data