

An Introduction to Microsoft Access Database Design

Target Audience

This one day course is aimed at people wishing to build databases. The course will provide the necessary skills to allow the user to create a database focusing on tables, queries, forms and reports.

Course Details

This is a structured course with expert tuition, demonstrations and hands on practice. A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- To enable the user to create a database
- To add records to the database and retrieve information
- To print basic reports.

Course Content

- The structure of a database
- The terminology
- Designing tables
- Setting field properties in a table
- Working with tables and setting a one-to-many relationship
- Creating a drop down field
- Adding records to a table
- Designing, creating and managing forms
- Adding records using a form
- Finding and managing records
- Sorting and filtering
- Using basic queries for information retrieval
- Basic reporting
- Importing and exporting data
- Useful TIPS and SHORTCUTS