

Access – Getting Started MS Office Relational Database

Course Duration 4 hours

Aim

This course introduces users to Microsoft Access. Users have the opportunity to learn the fundamentals of database creation and management.

Prerequisites

Familiarity with the Windows environment and mouse

Topics

- ▼ Understand the fundamental database concepts
- ▼ Design and create a flat-file Microsoft Access
- ▼ Create tables and set data types and field properties
- ▼ Choose and set primary keys
- ▼ Change the design of a table
- ▼ Create a form
- ▼ Enter and edit data in a table or form
- ▼ Modify the layout of a form
- ▼ Calculated fields on a form
- ▼ Create simple queries to extract data
- ▼ Use queries to analyse data
- ▼ Calculate fields in queries
- ▼ Design reports using the Report Wizard
- ▼ Modify the layout of a report

