

Introduction to Microsoft Access

Any business needs to maintain records and manage information in some form. Customer details, product lists and staff records are just some examples of what might be required. A database such as Access enables vast amounts of information to be safely stored, organised, and retrieved in seconds. Understanding the components that form a database will enable you to manipulate and use information effortlessly.

This course is designed for:

People with little or no prior knowledge of Access, who need to store records and information in a logical format. You may be a complete beginner or have used a database without ever grasping how any of it really works. This course is aimed at beginners and will enable you to understand and create databases from scratch and then utilise the information captured.

Training Objectives

How you and your organisation will benefit

Upon completion of this course you will be able to:

- ❖ Design and create a database
- ❖ Manage records
- ❖ Search for specific results
- ❖ Create forms
- ❖ Run and store reports
- ❖ Select records for mailings and labels

Course Outline

Creating a Database

- ❖ Designing a Data Table
- ❖ Data Types
- ❖ Data Properties

Interrogation

- ❖ Designing Queries
- ❖ Entering Criteria
- ❖ Running and/or Queries
- ❖ Saving Queries

Data Entry

- ❖ Importing CSV files
- ❖ Creating Records
- ❖ Amending and Deleting Records
- ❖ Input Using Forms

Reports and Output

- ❖ Using Report Wizard
- ❖ Amending Reports
- ❖ Label Reports
- ❖ Mail Merge and Labels