



Access – Fundamentals

Description

Microsoft Access represents an essential tool today for effectively managing your professional databases. This Access Training guides you through the complete discovery of this powerful and versatile software. You will learn to store, organize, and analyze large amounts of information methodically.

Practical and progressive Access training

Companies constantly seek collaborators capable of transforming raw data into actionable information. Access offers this possibility through its advanced database management features. Our training provides you with essential skills to create structured tables and relevant queries. You will also master the design of intuitive forms and professional reports.

Course Content

Module 1: Office Workspace Basics

- Basic Window Elements
- Exploring Office Backstage
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Working with KeyTips
- Using the Status Bar
- Getting Help

Module 2: Introduction to Access

- What is an Access Database?
- Opening a Database File
- Exploring Database Objects
- Creating a Database
- Changing Views
- Printing Database Objects
- Saving and Closing a Database File

Module 3: Working with Tables

- What is a Table
- Working with Datasheets
- Moving Among Records
- Updating Records
- Adding Records to a Table
- Selecting Rows and Columns
- Finding Records
- Sorting Records
- Filtering Records

Module 4: Designing Tables

- Adding a Table to a Database
- Adding Fields to a Table
- Adding a Lookup Field
- Setting a Primary Key
- Using the Input Mask Wizard
- Saving Design Changes
- Importing Data
- Exporting Data
- Performing Database Maintenance

Module 5: Creating and Running Queries

- What is a Query?
- Creating a Query
- Working with Queries
- Saving and Running a Query
- Creating Calculated Fields
- Using Aggregate Functions
- Understanding Query Properties
- Creating Multi-Table Select Queries
- Joining Tables
- Enforcing Referential Integrity

Module 6: Using Forms

- What is a Form?
- Using the Form Tool
- Creating a Form with the Form Wizard
- Working in Design View
- Changing the Form Layout
- Using Calculated Controls
- Working with Records on a Form

Module 7: Generating Reports

- What is a Report?
- What is a Report Tool?
- Previewing and Printing a Report
- Saving a Report
- Designing a Report

- Changing a Report Layout
- Understanding Controls
- Using a Calculated Control
- Analyzing Dependencies
- Creating Mailing Label

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital course material included

Participant profiles

- Anyone wanting to discover Microsoft Access
- Administrative assistants and data managers
- Department heads and project managers
- Accountants and management controllers
- Professionals seeking to optimize information management
- Anyone regularly handling structured data

Prerequisites

- Maîtrise de l'environnement Windows
- Connaissances de base des tableurs Excel

Objectives

- Create and structure an Access database
- Design tables with fields and primary keys
- Develop queries to extract targeted information
- Build user-friendly data entry forms
- Generate professional and customized reports

Description

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Niveau

Fondamental

Classroom Registration Price (CHF)

750

Virtual Classroom Registration Price (CHF)

700

Duration (in Days)

1

Reference

MOA-01