



Access – Fundamentals

Description

This training is designed to introduce participants to the features of the latest version of Microsoft Access, a powerful program that enables users to store, track, and analyze large amounts of data for various applications.

Classroom Registration Price (CHF)

750

Virtual Classroom Registration Price (CHF)

700

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

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone wanting to discover Microsoft Access

Prerequisites

- Basic knowledge of Windows and Excel tables

Objectives

- How to use database knowledge to track and analyze information
- How to create meaningful reports and share valuable information
- How to export information as a web page

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Duration (in Days)

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Reference

MOA-01