



## 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.

### 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

### **Niveau**

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### **Classroom Registration Price (CHF)**

750

### **Virtual Classroom Registration Price (CHF)**

700

### **Duration (in Days)**

1

### **Reference**

MOA-01