

# Microsoft Access Level One

## The Essentials

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The Level One course contains the Essential information that all Access users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Access course in a very long time or those making the transition from an older version of Access. The aim of this course is to provide participants with a strong understanding of Tables and Relationships as these are the foundation to any database. The course also gives the participant a very strong introduction to creating Select Queries based on multiple tables and with varying criteria. In addition, the participant is given a general introduction to the form and report wizards. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

### COURSE CONTENT

#### INTRODUCING ACCESS and an existing DATABASE

<input type="checkbox"/> OPEN AN EXISTING DATABASE	<input type="checkbox"/> THE NAVIGATION PANE
<input type="checkbox"/> UNDERSTAND TABLES	<input type="checkbox"/> UNDERSTAND FORMS & REPORTS

#### CREATE A NEW DATABASE and TABLES

<input type="checkbox"/> CREATE TABLES IN DESIGN VIEW	<input type="checkbox"/> FIELD NAMES
<input type="checkbox"/> DATA TYPES	<input type="checkbox"/> FIELD DESCRIPTIONS
<input type="checkbox"/> DESIGN VIEW AND DATASHEET VIEW	<input type="checkbox"/> GENERAL FIELD PROPERTIES
<input type="checkbox"/> FIELD SIZE PROPERTY	<input type="checkbox"/> FORMAT PROPERTY
<input type="checkbox"/> CAPTION PROPERTY	<input type="checkbox"/> DEFAULT VALUE PROPERTY
<input type="checkbox"/> VALIDATION RULE & VALIDATION TEXT PROPERTIES	<input type="checkbox"/> INPUT MASK PROPERTY
<input type="checkbox"/> REQUIRED PROPERTY	<input type="checkbox"/> INDEXED PROPERTY
<input type="checkbox"/> PRIMARY KEY FIELD(S)	

#### TABLE DATA ENTRY

<input type="checkbox"/> MOVING AROUND A TABLE	<input type="checkbox"/> INSERTING, DELETING & MODIFYING DATA
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#### COMBO BOXES & THE LOOKUP WIZARD

<input type="checkbox"/> VALUE LIST & TABLE/QUERY COMBO BOX	<input type="checkbox"/> LOOKUP FIELD PROPERTIES
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#### CUSTOMISE DATASHEET VIEW

<input type="checkbox"/> COLUMN WIDTHS, HIDE & UNHIDE COLUMNS	<input type="checkbox"/> MOVE A COLUMN
<input type="checkbox"/> FONT ATTRIBUTES	<input type="checkbox"/> GRIDLINES & ALTERNATE FILL/BACK COLOUR
<input type="checkbox"/> TOTAL ROW	<input type="checkbox"/> SAVING THE LAYOUT

#### TABLE RELATIONSHIPS

<input type="checkbox"/> UNDERSTANDING RELATIONSHIPS,	<input type="checkbox"/> TYPES OF RELATIONSHIPS
<input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY	<input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE
<input type="checkbox"/> SHOW/HIDE TABLES	<input type="checkbox"/> PRINT RELATIONSHIPS

#### SELECT QUERIES

<input type="checkbox"/> CREATING A QUERY IN DESIGN VIEW	<input type="checkbox"/> SORT FIELDS
<input type="checkbox"/> APPLYING CRITERIA	<input type="checkbox"/> SHOWING & HIDING FIELDS
<input type="checkbox"/> RUN THE QUERY	<input type="checkbox"/> CHANGE QUERY DESIGN
<input type="checkbox"/> INCLUDING & HIDE FIELD IN A QUERY DESIGN	<input type="checkbox"/> SAVING, CLOSING AND RUNNING QUERIES
<input type="checkbox"/> ADDING, MODIFYING & DELETING FIELDS	<input type="checkbox"/> CHANGING THE ORDER OF FIELDS
<input type="checkbox"/> USING COMPARISON OPERATORS	<input type="checkbox"/> USING WILDCARD CHARACTERS
<input type="checkbox"/> USING THE AND & OR OPERATORS	<input type="checkbox"/> QUERYING MORE THAN ONE TABLE

#### FINDING AND REPLACING DATA

#### SORTING DATA

#### FILTERING DATA

#### CREATING FORMS

<input type="checkbox"/> FORM TOOL	<input type="checkbox"/> FORM WIZARD
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#### FORM DATA ENTRY

<input type="checkbox"/> MOVING WITHIN AND BETWEEN RECORDS	<input type="checkbox"/> ENTER, MODIFY, OVERWRITE & DELETE DATA
<input type="checkbox"/> SORTING & FILTER DATA	<input type="checkbox"/> PRINT DATA

#### CREATING REPORTS

<input type="checkbox"/> CREATING A REPORT USING THE REPORT WIZARD	<input type="checkbox"/> CREATING LABEL REPORT
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#### PROCESS OF DESIGNING A DATABASE

#### MICROSOFT ACCESS SHORTCUT KEYS