



# Microsoft Access Introduction

Participants on this Microsoft Access Introduction 2 day course will gain an understanding of the fundamental principles of Access, including relational database design principles, navigating Access and creating Tables, Forms, Queries and Reports. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Access, however, people with limited exposure to the software or if you are using databases built by others you will also benefit from this course.

## Course Details

Skill Level:	<b>Beginner</b>
Duration:	<b>Two Day</b>
Time:	<b>9:00am – 4:00pm</b> (approx)
Class Size:	<b>6 students</b> (at Keystroke) <b>10 students</b> (Your Office)

## Course Content

### Access Orientation

- Exploring the Access Interface
- Understanding Database Design
- Planning a Database

### Setting up Tables and Entering Data

- Creating Tables
- Setting up Fields
- Saving Tables

### Importing and Linking Data

- Importing from Access
- Importing from other Sources

### Working with Tables

- Copying Tables
- Appending Data

### Relationships

- Understanding Relationships
- Setting up Table Relationships
- Modifying Relationships

### Forms

- Understanding Forms
- Building Forms with the Wizard
- Types of Forms

### Queries

- Setting up Queries
- Single Table Queries
- Multi Table Queries
- Query Properties

### Reports

- Creating Reports
- Modifying Reports

### Options

- Setting Database Startup Options



*Instructor was great and happy to answer questions.  
Very insightful course and learnt heaps.*

F. Taylor