Microsoft Access Beginners Training Selected Topics & Outline

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Introduction to Microsoft Access**
  1. Understanding Database Concepts
  2. Access Database Components
  3. Introduction to Building your Access Database

- **Module 2: Creating a Table**
  1. Designing your first Tables
  2. Guidelines for Table Design in Access
  3. Avoiding Data Duplication
  4. Working with Unique Identifiers
  5. Avoiding Group Repetition
  6. Starting up Access
  7. Closing down Access

- **Module 3: Access Menus and Navigation**
  1. The Access Database Window
  2. Navigating and Using menus
  3. Working with Short-Cut Menus
  4. Working with Dialogue boxes
  5. Using the Help facility

- **Module 4: Creating a Database**
  1. Creating a Blank Access Database
  2. Producing an Access Table
  3. Controlling Field Properties

  4. Working with Key Fields
  5. Saving your Tables

- **Module 5: Working with a Database**
  1. Opening Table Objects
  2. Using Table Windows
  3. Entering Data into your Table
  4. Movement Keys for a Table
  5. Extended mode selections
  6. Changing Data
  7. Undoing your Editing mistakes
  8. Copying and Pasting Field Contents

- **Module 6: Working with Records**
  1. Adding Records to the table
  2. Deleting Entire Records

- **Module 7: Searching and Filtering**
  1. Editing Features
  2. Searching Field Values
  3. Sorting Records in Access
  4. Filtering Table Data
  5. Filtering by Form

- **Module 8: Using Queries**
  1. Querying Tables
  2. Composing a Query
  3. Using the Query Wizards
  4. Rearranging fields
  5. Deleting and inserting Fields
  6. Showing Fields
  7. Running a query
  8. Setting Conditions
  9. Operators and conditions
  10. Calculating in Queries

- **Module 9: Working with Statistics**
  1. Introduction to Statistics
  2. Grouping your statistics
  3. Criteria and Groups

- **Module 10: Working with Forms**
  1. Data Input Forms
  2. Creating a Form Automatically
  3. Creating a Form using Form Wizards
  4. Setting Form layout and Style with the Wizard

- **Module 11: Reporting**
  1. Reporting in Access
  2. Quick Reporting via AutoReport
  3. Using the Report Wizard
  4. Grouping for your Report
  5. Sorting and Summarising your Report
  6. Report Page Layout and Titling
  7. Previewing Reports
  8. Zooming and Closing the Preview
  9. Setting up Reports
  10. Options for Printing and Publishing Reports

- **Module 12: Working with External Data Sources**
  1. Creating a New Data Source
  2. Choosing an Existing Data Source

- **Module 13: Using Merge**
  1. Previewing Merged Data
  2. Error Checking the Merge
  3. Merging the Documents
  4. Filtering & Sorting Records To Merge