

Access Courses Overview

To view the full details of courses please see the appropriate Course Outline.

Introduction to Microsoft Access

Is this course for me?

This is ideal for you if you are; a complete beginner, have a little knowledge; if you are “self taught” and think you are doing things the “long way” or haven’t used Access in a while and want to brush up your knowledge.

What will I get from this course?

At the end of the course you will be able to create a database and extract data from a database.

Introduction to Microsoft Access Forms

Is this course for me?

This course will show you how to create forms to enter data into a database.

What will I get from this course?

At the end of the course you will be able to create a form which will make data entry to a database simpler.

Introduction to Microsoft Access Reports

Is this course for me?

This course will show you how to create reports to display data in a printed form.

What will I get from this course?

At the end of the course you will be able to create printed reports.

Importing Data from Excel to Access

Is this course for me?

This course will show you how to import and export data from Excel.

What will I get from this course?

At the end of the course you will be able to import, export and link data from Excel.

Introducing Relationships in Access

Is this course for me?

This course is an introduction to creating relationships in Access.

What will I get from this course?

At the end of the course you will understand what a relational database is.



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What will I get from this course?

At the end of the course you will be able to create a database and extract data from a database.

How long is the course?

The course is made up of five sessions of one hour.

What do I need to know before I start?

- How to use a mouse

Course Content

Session One - Introduction to Access

Opening and closing Access - The Access Screen - Access Terminology, fields, records, tables, queries, etc.
Exploring an existing database –

Session Two – Working with Records

Creating, adding, deleting and modifying records – Navigating records in forms and tables – Sorting records – Finding records – Filtering records – Filter by selection

Session Three – Creating Tables

Understanding field structure – Creating tables in datasheet view – Creating tables in design view – Setting primary keys - Customising field structure – Importing external data

Session Four - Introducing Queries

The query wizard – The query in design view - Sorting data – Hiding fields – Adding criteria

Session Five – More Queries

Multiple criteria – Wildcards – Date Queries – Number Queries – Parameter Queries



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At the end of the course you will be able to create a form which will make data entry to a database simpler.

How long is the course?

The course is made up of one, one hour session.

What do I need to know before I start?

- How to use a mouse
- Familiarity with Access

Course Content

- Using auto forms
- Creating forms with the form wizard
- Working in design view
- Adding and removing fields
- Selecting Fields
- Adding Pictures
- Adjusting the picture size
- Aligning fields
- Using auto format



Introduction to Microsoft Access Reports

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At the end of the course you will be able to create printed reports.

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- Familiarity with Access

Course Content

- Using auto reports
- Creating reports with the report wizard
- Working in design view
- Adding and removing fields
- Selecting Fields
- Aligning fields
- Using auto format
- Inserting page numbers



Importing Data from Excel to Access

Is this course for me?

This course will show you how to import and export data from Excel.

What will I get from this course?

At the end of the course you will be able to import, export and link data from Excel.

How long is the course?

The course is made up of one, one hour session.

What do I need to know before I start?

- How to use a mouse
- Familiarity with Access

Course Content

- Importing data from Excel
- Exporting to Excel
- Linking to Excel



Introducing Relationships in Access

Is this course for me?

This course is an introduction to creating relationships in Access.

What will I get from this course?

At the end of the course you will understand what a relational database is.

How long is the course?

The course is made up of one, one hour session.

What do I need to know before I start?

- How to use a mouse
- Understanding of Access or attendance on our Introduction to Access

Course Content

- Overview of relationships in Access
- Recognising relationships
- Adding relationships
- Deleting relationships
- Using relationships in queries
- Cascade, Enforce and Referencial Integrity

