

Microsoft Access 2010 Introduction

Course length

2 days

Who is it for?

This course is designed for people who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows. The recommended maximum is 8 delegates.

What will I learn?

On completion of this course delegates will be able to:

- Start and exit from Access and understand what a database object is
- Understand some elementary database theory.
- Design and create a new database file in Access
- Make changes to data in a table
- Format data in tables
- Sort and filter data in a table
- Use a range of data validation techniques to protect data integrity
- Preview and print a range of objects
- Create and use queries to locate and display data
- Work with forms
- Create reports in Access
- Design relational databases
- Create relational databases
- Set table relationships in a database
- Add records to a relational database

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

Course contents

Access 2010 orientation

- Starting Access 2010
- Opening an existing database
- The Access 2010 database screen
- The database window
- Working with database objects
- Exiting from Access 2010

Database theory

- Understanding databases
- How Access stores data
- Spreadsheets versus databases

Creating a new database

- Creating a new database file
- How Access stores data
- Access 2010 data types
- Commonly used field properties
- Designing a database table
- Creating a new table
- Changing field properties
- Adding records in a table
- Adding records using an autoform
- Creating a reusable autoform
- Adding records using a form
- Assignment – adding records
- Importing data from microsoft Excel
- Closing a database file

Managing table data

- Navigating in a table
- Editing a record
- Deleting a record
- Deleting several records
- Finding and replacing
- Undoing an error
- Compacting a database
- Printing records

Formatting table data

- Changing column widths
- Changing column headings
- Formatting the datasheet (table)
- Changing fonts
- Moving columns
- Freezing columns
- Hiding columns
- Unhiding columns

Sorting & filtering table data

- Simple sorting
- Sorting on several fields
- Creating a simple filter
- Clearing a filter
- Filtering by exception
- Filtering by form

Data validation

- Assigning default values
- Marking a required field
- Validation rules and text
- Creating a lookup field
- Working with validations

Printing in Access

- Previewing records in a table
- Previewing a form
- Previewing a report
- Changing report orientation
- Changing report paper size
- Printing the entire table
- Printing a page of table records
- Printing selected table records
- Printing form records
- Printing specific pages of form records
- Printing specific form records
- Printing query output
- Printing a report
- Printing specific report pages

Select queries

- Select queries – how they work
- Creating a query design
- Different views of a query
- Working with fields in a query
- Selecting records using a query
- Clearing all selection criteria
- Examples of criteria expressions
- Assignment – select queries
- Querying using wildcards
- Querying - problem characters
- Querying with logical operators
- Saving and reusing a query
- Calculated fields in a query
- Changing column headings in a query
- Formatting query fields
- Queries that summarise data
- Selecting the entire field list in a query

Working with forms

- Opening a form
- Navigating records in a form
- Moving to a specific form record
- Adding records in a form
- Editing records in a form
- Deleting records in a form
- Sorting records in a form
- Adding text to headers and footers
- Editing text in headers and footers
- Filtering in a form
- Removing a filter from a form
- Saving form changes
- Closing a form
- Deleting a form

Reports

- Reports - how they work
- Creating a new report using the report wizard
- Previewing a report
- Printing a report
- Understanding report bands
- Moving field objects on a report
- Formatting a report
- Removing headers and footers
- Adding a header to a report
- Formatting headers in a report
- Forcing a new page
- Adding a page footer to a report
- Adding a report footer to a report
- Formatting footers in a report
- Creating a grouped report
- Creating a report from a query

Database design

- Designing a relational database
- Scoping the system
- Determining the inputs
- Normalising a table
- First normal form (1nf)
- Second normal form (2nf)
- Second normal form - case study
- Third normal form (3nf)

Creating relational databases

- Creating a new database file
- Access 2010 data types
- Creating a new table
- Changing field properties
- Creating a table from a shortcut
- Creating a table with numbers and currency
- Assignment - creating tables
- Adding fields to an existing table
- Delete a table
- Saving and closing tables
- Defining a primary key
- Indexing with duplicates allowed
- Indexing without duplicates allowed
- Changing number formats
- Changing date formats




Setting table relationships

- Understanding table relationships
- Accessing the relationships window
- Table joins in the alpheius case study
- Creating table joins
- Assignment - creating relational joins
- Editing an existing relationship
- Printing table relationships

Adding relational records

- Adding records in a table
- Adding records using an autoform
- Assignment - adding records
- Data entry key violations
- Data integrity violations

How do I book?

-  Call us now on 020 8658 6994
-  Email us at admin@alphatraining.com
-  Download our public course schedule