PHOENIX
SOLUTIONS 4 ALL

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Microsoft Access 2013 Introduction

Microsoft Access 2013 Introduction Course Objectives

After the course, you will be able to:

- Understand Database Concepts and Objects
- Create, Edit and Maintain Tables
- Create Queries
- Create Forms
- Create Reports
- Create Relational Tables, Forms, Queries and Reports

Audience

This course is designed for new Access users or self-taught users. The course will cover all aspects of database design and objects.

Course Prerequisite

No previous experience of Microsoft Access is required to attend this course. You must have good basic Microsoft Windows skills, e.g. mouse and keyboard

Course Duration

This is a 2 day Microsoft Access 2013 beginners training course. The course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This **Microsoft Access 2013 introduction course** can be run at our Access training centre or any preferred location in the UK. The course can be held on a date that suits you.   We do not run public scheduled courses.

Access basics

- Familiarity with access screen
- Ribbon and toolbar explanations
- Prebuilt database template access and creation

Database Terms Planning

- An explanation of databases in general, database objects within access and terminology
- Plan your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)
- Plan a database structure (tables) (normalisation techniques)
- Create a new database file

Working with Tables

- Design a table, conventions for entering naming objects and fields (Design View)
- Create a table in datasheet view and edit field names
- Select data types and enter field descriptions
- Set a Primary Key
- Remove a Primary Key
- Define field properties (Default values, Input masks, Validation rules and format options)
- Insert, Delete, Move and Rename Fields (design view and datasheet view)
- Create a table with a wizard
- Using the ribbon to set field properties

Entering and Editing Data

- Accessing objects through the navigation pane
- Switch between object Tabs
- Switch Views in Access (design, layout and data entry)
- Entering and Editing Data (Records & Fields)
- Navigating the datasheet
- Working in Data Entry Mode

Queries & Filters

- Create a filter by selection
- Create a filter by form
- Use AND/ OR options
- Save a filter as a select query
- Run a Select Query
- Build a query from the create ribbon
- Creating a query using a wizard
- Build a query using the Query Design Window
- Adding fields to a query, choose which fields to show
- Removing fields from a query
- Sort data in a select query
- Enter Text, numeric, date, and logic criteria
- Enter sub string searches using wild Card Characters
- Use the BETWEEN, AND, OR, NOT, NULL criteria in your query
- Calculate a field
- Concatenate text
- Save and name a query
- Rename, edit or delete a query

Multi Table Queries

- Build a query across more than one table
- Joining Tables for a query (more relationships)
- Setting Join Properties - Inner and Outer Joins
- Find Unmatched records Query Wizard
- Find Duplicate records Query Wizard

Creating Forms

- Create a Form using the Auto Form tool Tabular/Datasheet/Pivot Form wizard
- Create a Form using the Form Wizard
- Create a form in design view
- Create a form in layout view
- Understand the views and switch between them
- Setting data source for a form
- Setting the data source using SQL source code
- The Field List

- Sorting Data, Finding & Replacing Data
- Hiding and Unhiding Fields
- Create multiple tables to normalise data

Relationships

- Relationships explained
- Different types of relationships
- Conditions needed for setting up a relationship
- Ensuring Referential Integrity
- Printing Relationships in a Report
- Insert Sub Datasheets into a table
- Change or remove Sub Datasheets from a table
- Expand and Contract Sub Datasheets
- Enter data in related tables

- Resizing Forms
- Control types
- Adding controls
- Resize and Move Controls
- Changing control properties
- Selecting Controls
- Formatting Controls
- Use the Format Painter and AutoFormat
- Set basic form properties
- Data Entry in Forms
- Navigation in data entry view
- Add, edit, delete a record in form view

Reports

- Standard Reports using Wizard
- Insert, Move, Size and delete controls
- Editing record source
- Page setup
- Print your report