MS Access
Beginners

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MS Access Beginners Course

A customizable course

Duration

1 day (2 sessions of 3.5 hours each)

Objectives

Unlock the power of data management with our Microsoft Access Beginners Course. Tailored for both novices and those with limited database experience, this Microsoft Access course equips you with the essential skills to operate Microsoft Access effectively. Our hands-on training delves into creating databases from scratch, formulating queries, and generating detailed reports, among other key functions. The latest Access features, including improved data visualization and enhanced workflow options, are covered to ensure a well-rounded understanding of the platform.

By the end of this course, delegates will learn to:

1. Navigate the Microsoft Access interface and utilize database templates.
2. Work with table data, including sorting, filtering, and data integrity through lookup fields.
3. Create and customize basic to advanced queries for data retrieval and analysis.
4. Generate readable reports, complete with controls and customizable themes.
5. Design relational databases, manage fields, and understand table relationships for optimized data storage and retrieval.

The course is totally hands-on. No theory! No PowerPoint presentation. Throughout the course you practice the skills on Access. The exercises are based on real life data scenarios.

Pre-requisite

You must have worked on a Windows PC for at least 3 months.

Outline of MS Access Beginners Course

1. Getting Started with Microsoft Access

1. What is Microsoft Access?
2. Components of a Database
3. Create a Simple Database
4. Creating a Simple Form

2. Working with Table Data

1. Work with Table Data
2. Work with Records
3. Sort and Filter Records
4. Create Lookups and Relationships

3. Query a Database

1. Use a Query to View Data from Multiple Tables
2. Sort and Filter Data in a Query
3. Perform Calculations in a Query

4. Create Advanced Queries

1. Create Parameter Queries
2. Create Action Queries
3. Create Find Duplicate and Find Unmatched Queries
4. Summarize Data

5. Generate Reports

1. Create a Report
2. Add Controls to a Report
3. Advanced Reporting

6. Filtering & Sorting

1. Selecting the Range to Sort
2. Using SORT with multiple Criteria

7. Design a Relational Database

1. Relational Database Design
2. Working with Tables
3. Modify a Table and Fields
4. Create Table Relationships

8. Joining Tables

1. Create Query Joins
2. Working with Subdatasheets and Subqueries