Microsoft Access Basic

Access is one of the most used database applications, which you can use to design and maintain databases for various purposes. In the Access Basic course you will learn the basic skills of Access. You will learn to work quickly and efficiently with Access.

Course duration

The duration of this course is 12 hours divided over two days.

Audience

This course is designed for participants who want to learn the basics of Access and want to use the application properly to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases.

Prerequisites

Participants should be comfortable with the Windows environment before starting this course

Summary

Basic skills

- o   Navigate through the Access screen
- o   The button "Tell me what you want to do..."
- o   New templates in Access (version 2016)
- o   Use help
- o   View objects

- o Print objects
- o Create a database

Table design

- o Design a table
- o Enter and delete data
- o Format a data sheet
- o Filter and sort tables
- o Create hyperlinks
- o Use the Table Wizard

Field properties

- o Change field properties
- o Use default values
- o Required fields
- o Limit values
- o Change formatting properties
- o Use input masks

Form design

- o Design a form manually
- o Change display settings
- o Change controls
- o Change the tab order
- o Create calculated fields
- o Use the Form Wizard

Relationships between data

- o Normalize
- o Create table relations
- o Use the Relationships window
- o Referential integrity
- o Work with sub datasheets

Run queries

- o Create a selection query
- o Sorting data
- o Define criteria
- o Using multiple criteria: AND/OR
- o Make a calculation in a query
- o Use the Query Wizard

Create reports

- o The report Wizard
- o Create a report layout
- o Change display properties
- o Sort / group
- o Create calculated fields
- o Print a report

Import and export

- o Export to Excel
- o Import an Excel worksheet
- o Work with text files
- o Working with HTML
- o Import a database file
- o Import an Access object

Access and SharePoint

- o Collaborate in Access Web app (only with SharePoint on-premises)