Access Introductory

Prerequisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Course Objectives

Upon completion of this course, you will be able to work confidently with an existing Access database, including building custom queries, forms and reports and design and build a simple database consisting of a small number of tables following sound principles of relational design.

Learning Outcomes

- Understand fundamental database concepts and determine if Access is an appropriate tool for specific information processing tasks
- Create basic tables
- Create basic forms, queries, reports and macros
- Import and export data
- Understand table relationships
- Understand the general principles of normalisation
- Build, link and use lookup tables
- Work with multiple data sources
- Design forms and reports
- Create a navigation form
- Backup and maintain a database

Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activites completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: $195
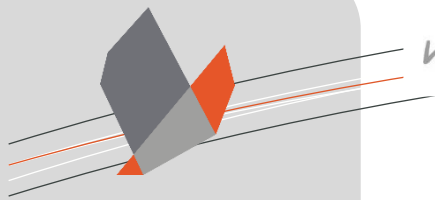
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Access Introductory Course Content

Private Training

This training can be
delivered as a private
course for your
organisation and can be
customised for your needs.
The training can be
delievered either on-site
or at NDA.

Please contact us for
further information and to
be provided with a quote.

Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Naming Conventions
- Methodology Used in the Exercises

Database Concepts

- Definitions

File Management

- The Startup Screen
- Opening an Existing Database
- Closing a Database
- Creating a New Database
- Saving a Database

Basic Tables

- Table Views
- Data Types
- Primary Keys
- Table and Field Names
- Creating a New Table

Basic Forms

- Creating a New Form
- Basic Select Queries
- Select Queries
- Criteria used in Queries
- Using Multiple Criteria
- Parameter Queries
- Running a Query

Reports

- Creating Simple Reports
- Standard (Tabular) Report
- Blank Report
- Report Design
- Report Wizard
- Label Wizard

Macros

- The Macro Designer

Importing and Exporting

- The External Data Ribbon Tab
- Copying objects between Access databases
- Importing data
- Exporting a table

Table Relationships

- Relational Database Fundamentals
- Linking Two Tables

Normalisation

- The Purpose of Normalisation
- Third Normal Form

Lookup Tables

- Lookup Tables

Multiple Data Sources

- Forms and Subforms
- Queries based on multiple tables
- Reports based on multiple tables

Form and Report Design

- Form Sections and Properties
- Report Sections and Properties

Navigation Forms

- Creating Macros which open the objects
- Creating a form to store the buttons
- Creating Buttons to Launch the Macros
- Creating an Autoexec Macro to start the navigation form

Database Maintenance

- Backing up a database
- Compact and Repair