



4D Group

Access Introduction

Who would benefit?

This course is for those who wish to gain a sound understanding of the basic concepts of database application and design and who need to make effective use of Access.

Objective

To build a controlled database example which encompasses the majority of Access's facilities as a fully relational database and to develop this example into a full working model.

Content

- Discuss individual's needs
- Database concepts, design and Access terminology
- Tables, Table Wizard, field properties and validation
- Form Wizard, customisation, calculations and statistics
- Relationships across multiple tables and relationship options
- Use queries and relate tables in a query
- Sort, filter and calculate through queries
- Indexing
- Concepts, design and use of main and sub-forms
- Use main/sub-forms to control data entry and group statistics
- Add records and build filters to find records
- Report Wizard; group total reports and labels

Duration

One or two days