



Introduction to & Intermediate Access

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows. Ability to use a mouse. Excel knowledge very helpful.

Objectives

- Identify the basic components of an Access database.
- Build the structure of a database.
- Manage data in tables.
- Query a database.
- Design forms.

Course Outline–Day 1

Getting Started with Access Databases

- Identify the Elements of the Access 2010 Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Building the Structure of a Database

- Create a New Database
- Create a Table Using the Design View

- Manage Tables
- Establish Table Relationships

Managing Data in a Table

- Modify Table Data
- Sort and Filter Records
- Work with Subdatasheets

Querying a Database

- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Designing Forms

- Create a Form
- Modify the Design of a Form
- View and Edit Data Using an Access Form

Generating Reports

- Create a Report
- Add a Control to a Report
- Format the Controls in a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

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Introduction to and Intermediate Access

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Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of Windows. Introduction to Access or equivalent knowledge.

Objectives

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify Data using queries.
- Improve forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

Course Outline–Day 2

Controlling Data Entry

- Constrain Data Entry Using Field Properties
- Establish Data Entry Formats for Entering Field Values
- Create a List of Values for a Field

Joining Tables

- Create Query Joins
- Join Tables with No Common Fields
- Relate Data Within a Table

Creating Flexible Queries

- Set the Select Query Properties
- Retrieve Records Based on Input Criteria
- Create Action Queries

Improving Forms

- Restrict Data Entry in Forms
- Organize Information with Tab Pages
- Add a Command Button to a Form
- Create a Subform
- Display a Summary of Data in a Form
- Change the Display of Data Conditionally

Customizing Reports

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What Comes Next

Advanced Access

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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