

OVERVIEW OF MICROSOFT ACCESS

OBJECTIVE: This ½ day course will teach students the basic skills necessary to effectively begin working with pre-existing databases. Students will learn how to input, edit and manipulate data through tables, queries, forms and reports.

PREREQUISITES: Students should be familiar with PC's, and the Windows environment.

TOPICS COVERED:

Orientation to Access

- Introduction to Database Concepts & Terms
- An Overview of Access Objects

Working with Tables

- Adding Records
- Finding and Editing Records
- Deleting, Adding, Copying Records & Values
- Sorting and Filtering

Using Select Queries

- Selecting Fields and Sorting Records
- Selecting Records & Editing Values

Creating and Using Forms

- Creating a Form using the Form Wizard (if requested)
- Using a Form to Sort & Filter Records

Creating and Using Reports

- Using Report Wizards