



# Microsoft Access Introduction

McGovernConsultancy.com  
Duration 1 Day  
Format Instructor Led

## Overview

The Microsoft Access introductory 1 day course is designed to give delegates a thorough grounding in the fundamentals of using this powerful relational database application. Topics include a review of menu options, database security, planning and creating a database, designing tables and choosing appropriate data types. Also covered is an introduction to creating and using forms, queries and reports.

## Objectives

On completion of this course, participants will be able to do the following:

## Content

### Getting Started

- Starting Out
- Interface Basics
  - o Backstage View - File Menu
  - o Open Events Template
  - o Go Thru Screen
- Database Security
  - o Warnings
  - o On Opening Database
  - o Enabling Content
  - o Digital Signatures

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- Trusted Locations
  - o Having a safe folder location
  - o Trust Centre
  - o File>Options> Trust Centre
  - o Add new locations
- Assigning a Password
  - o Open Exclusively File > Info
  - o Input PW
- Getting Help
  - o Opening Help File
  - o Click ?
  - o Explain
  - o Overview
  - o Online vs Offline Help
  - o Searching for Help

## The Interface

- Quick Access Toolbar
  - o Adding Items
  - o Removing
  - o Exercise 1 Section2
- Basics of Tabs
- Tabs
  - o Command

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- o File etc ..
- o File > Backstage View
- o Explain
- o Contextual
- Home Tab
  - o Home/Create
  - o View
  - o Sort & Filter
  - o Find
- Create Tab
  - o Applications
  - o Queries
  - o Reports
- External Data Tab
  - o Import & Link
  - o Export
  - o Collect Data
- Database Tools Tab
  - o Compact & Repair
  - o Macro Commands
  - o Relationships & Object Dependencies
  - o Analyse

## Creating a Database

- First Steps
  - o Primary Key
- Planning A Database
  - o Who needs the database?
  - o Who will be using it?
  - o What kind of data is to be extracted?
- Create a simple database
  - o Expenses
  - o Employees
- About Records
- Datasheet view
  - o Navigation/Adding
  - o Editing/Deleting
- Group Select
  - o Print Selection
- Creating a Table
  - o Datasheet or Design
  - o Design > Data Types
  - o Formatting Datasheet > Home > Text Formatting > Tip In Corner
  - o Home > Records > More
- Formatting Text
  - o Print Preview Zoom
  - o Selecting Table Records



- o Cutting Copying Pasting
- o Undo Redo Spelling

## Doing More With Your Database

- Creating & Using Forms
  - o Define & Bound & Unbound
  - o Select Table>Create Form
  - o Wizard
  - o View To Design View
  - o Design Toolbar
  - o Design Arrange Format
- Creating & Using Queries
  - o SQL
  - o Query Wizard
  - o Design View
- Creating & Using Reports
  - o Using Wizard
  - o Design View
  - o Design Arrange Format Page Setup
- Sorting & Filtering Data
  - o Find & Replace
  - o Filter Sort
  - o Advanced Sort
- Viewing Data



- o Contextual View Menu
- Printing A Database Object
  - o File > Print
  - o File Print > Print Preview
  - o Export to Word

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