

# Microsoft Access

## Basic



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

This course is aimed at the new user and aims to provide the knowledge and confidence to create and amend Access databases, input forms, produce basic reports and manipulate data. Throughout the workshop you are encouraged to explore the software to enhance common errors and how to diagnose them.

## Topics covered

### Fundamentals

- Getting started
- Database terminology
- Access screen tour
- Access objects
- Creating a blank database
- Create from a template
- Ribbon menu
- Working with a window
- Getting help

### Queries

- Locate specific records
- Creating and running queries
- Finding information
- Create query joins
- Parameter queries
- Multi table queries
- Refining results

### Tables

- Add/edit tables
- Data entry
- Design and working mode
- Filtering/sorting information
- Modifying
- Primary and foreign keys
- Input masks
- Indexed and data types

### Forms and reports

- Create a form/report
- Modify and design
- View and edit
- Moving, deleting and resizing
- Formatting controls
- Prepare to print
- Enhance the appearance

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft Access – Intermediate
- Microsoft Access – Advanced