

## Microsoft Access 97 - Foundation

This is a 1–2 day course (dependent on experience) at an introductory level. Delegates attending this Access training course should have a good working knowledge of Windows. No prior use of Access 97 is assumed, but limited exposure to Access 97 would help. This course does not cover Access macro programming concepts. It is designed as a structured hands-on intro to the use of Access 97.

### Introduction to Database Concepts & Access

- ◆ What is data
- ◆ What is a database
- ◆ Basic concepts
- ◆ The telephone directory
- ◆ Tables and relationships
- ◆ Types of relationships
- ◆ Why use an electronic database
- ◆ Why use Access
- ◆ And introduction to Access
- ◆ Introducing Access tools
- ◆ Using Access as part of MS Office Pro
- ◆ Starting Microsoft Access
- ◆ The Access application window

### Concepts, Terminology and Usage

- ◆ Opening a database
- ◆ The access database window
- ◆ Closing a database
- ◆ Opening a table
- ◆ The table window
- ◆ Exploring the table
- ◆ Table design view
- ◆ Introducing queries
- ◆ Introducing forms
- ◆ Types of form
- ◆ Opening and existing form
- ◆ Form design view
- ◆ Closing a form
- ◆ Introducing reports

### Database Design and Table Creation

- ◆ Design and document your database
- ◆ Questions to ask yourself
- ◆ Define your needs
- ◆ Basic design rules
- ◆ Determine relationships
- ◆ Creating a database
- ◆ Using the table wizard
- ◆ Adding fields using the table wizard
- ◆ Creating a table without a wizard
- ◆ Adding fields to a new table
- ◆ Field properties
- ◆ The input mask property
- ◆ Setting a primary key
- ◆ Saving a table
- ◆ Adding records to a table datasheet

### Formatting a Table

- ◆ Editing records
- ◆ Selecting records with the mouse
- ◆ Selecting records using the keyboard
- ◆ Selecting fields with the mouse
- ◆ Selecting columns using the mouse
- ◆ Selecting fields and columns using the keyboard
- ◆ Deleting records and fields
- ◆ Viewing or setting datasheet default values
- ◆ Re-ordering fields in the table
- ◆ Changing column width and row height
- ◆ Hiding and un-hiding columns
- ◆ Formatting datasheet cells
- ◆ Changing datasheet fonts
- ◆ Copying and moving fields and records
- ◆ Another look at the database window
- ◆ Printing

### Relationships

- ◆ Defining relationships
- ◆ Opening the relationships window
- ◆ Adding tables to the relationships window
- ◆ Making relationships
- ◆ Referential integrity
- ◆ Editing relationships

### Locating and Replacing Information

- ◆ A simple search
- ◆ Wildcards
- ◆ Finding specific values
- ◆ Find and replace
- ◆ Sorting records
- ◆ Sorting records on more than one field
- ◆ What is a filter
- ◆ Filtering records by selection
- ◆ Filtering records by form

### **Creating Simple Queries**

- ◆ What are queries
- ◆ Opening and existing query
- ◆ Creating queries using the wizard
- ◆ Creating queries without the wizard
- ◆ The query grid
- ◆ Logical operators in criteria
- ◆ Text in criteria – wildcards
- ◆ Multiple criteria and alternative criteria
- ◆ Calculated fields
- ◆ Summary, update, append and make-table queries

### **Creating Calculated Fields**

- ◆ Creating calculated fields
- ◆ Using expression builder

### **Introducing Forms**

- ◆ Introduction to form
- ◆ Basic form layout types
- ◆ Creating a form using AutoForm
- ◆ Creating a form using the form Wizard
- ◆ Different ways of view forms

### **More About Creating Forms**

- ◆ Creating forms without using the wizard
- ◆ The form design view window
- ◆ Manipulating form design
- ◆ Types of control
- ◆ The toolbox
- ◆ Creating a comb box control using the toolbox
- ◆ Changing form properties
- ◆ Using forms with subforms
- ◆ Creating a form with a subform

- ◆ Controlling data input
- ◆ Changing tab order
- ◆ Adding command buttons
- ◆ Adding page breaks
- ◆ switchboards

### **Reports**

- ◆ Introduction
- ◆ Opening and viewing existing reports
- ◆ Printing reports
- ◆ Creating a report using AutoReports
- ◆ Creating reports using the Report Wizard
- ◆ Using the label wizard
- ◆ Using the chart wizard
- ◆ Grouping levels in reports
- ◆ Creating a report without a wizard
- ◆ Creating controls
- ◆ Setting properties

### **Appendix 1 – File Management within Access 97**

- ◆ Access 97 properties
  - ◆ Opening files – a review
  - ◆ Selecting files
  - ◆ Finding files using Access 97
  - ◆ File “Commands and Settings”
  - ◆ Copying, deleting, renaming files and creating shortcuts
  - ◆ Setting a default folder (directory)
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