

## Microsoft Office Access Basis

Duration: 2 Days Course Code: M-ACCB

### Overview:

Access is among one of the most widely used database applications, allowing you to design and maintain databases for a variety of purposes. In this course, learn how to work with Access quickly and efficiently. In the Access Basic course, you will learn the basic skills of Access.

### Target Audience:

This course is intended for students who want to learn to work better with Access databases and already have some experience in tables and queries. This course is also very suitable for students who never or rarely use Access. This Access basic training course is also suitable for employees who will be keeping records or designing databases.

### Prerequisites:

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### Content:

#### Basic skills

- Navigating through the Access screen
- The "Specify what you want to do..." button
- New templates in Access
- Using help
- Viewing objects
- Printing objects
- Creating a database
- Table design

#### Creating a table

- Entering and deleting data
- Formatting a datasheet
- Filtering and sorting tables
- Creating hyperlinks
- Using the Table Wizard
- Field properties

#### Modifying field properties

- Using default values
- Required fields
- Limiting values
- Changing formatting properties
- Using input masks
- Form design

#### Designing a form manually

- Changing display settings
- Modifying controls
- Changing the tab order
- Creating calculated fields
- Using the Form Wizard
- Relationships between data

#### Normalise

- Creating table relationships
- Using the Relationships window
- Referential Integrity
- Working with subdata sheets
- Running queries

#### Creating a selection query

- Sorting data
- Defining criteria
- Using multiple criteria AND/OF
- Making a calculation in a query
- Using the Query wizard
- Creating reports

#### The Report Wizard

- Creating a report layout
- Changing display properties
- Sorting/Grouping
- Creating calculated fields
- Printing a Report
- Importing and exporting

#### Export to Excel

- Importing an Excel worksheet
- Working with text files
- Working with HTML
- Importing a Database File
- Importing an Access object
- Access and SharePoint

Collaborate in Access Web app (only in combination with SharePoint on-premises)

## Further Information:

For More information, or to book your course, please call us on 0800/84.009

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[www.globalknowledge.com/en-be/](http://www.globalknowledge.com/en-be/)