@ASK Training
Attitude | Skills | Knowledge

Microsoft Access

PREREQUISITES

- Regularly use Microsoft Office applications such as Excel. Familiarity with data management would be advantageous.

DURATION

📅 **2 Days**
🕐 **9 AM - 5 PM**

COURSE DATES

https://asktraining.com.sg/course-schedule/

Course Code: **ASKMPB**

Balance Fee
UTAP
Claimable

Full Course Fee:
S$545
(inclusive of 9% GST)
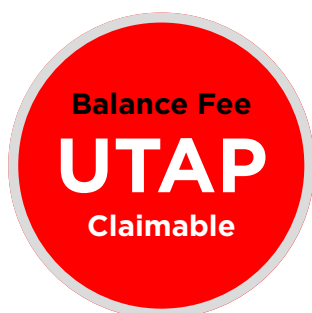
Microsoft Access – Basic and Intermediate

Course Description

Some may feel that having knowledge of Microsoft Excel will suffice at work. In fact, Microsoft Access is preferred over Excel for people who deals with numerous reports and queries, especially for small business owners. Microsoft Access is used for collecting and sorting of data, and is part of the RDMS (Relational Database Management Systems).

While both Excel vs Access are important applications, their functions are useful for different purposes. Excel only provides worksheets that are flat or non-relational. On the other hand, Access provides tables that are relational at multiple levels.

Course Objectives

- Create and work with Access Table and Fields. Understand field properties, indexing a field and adding a primary key to the table.

- Create a Relationships between tables.

- Query data easily using join, sort, and filter data from different tables.

- Create and Use forms to make it easier to view, access, and input data.

- Create and format custom reports.

Course Outline

Database Basics

- Introduction to Databases
- What's New in Access 2019
- Understanding the Access Program Screen
- Working with Database Objects
- Tour of a Table, Form, Query & Report
- Adding, Editing and Deleting Records
- Selecting Data & Using the Zoom Box

Creating and Working with a Database

- Planning a Database
- Creating a New Database
- Converting an Access Database

Working with Tables and Fields

- Modifying a Table
- Understanding Field Properties
- Indexing a Field
- Adding a Primary Key to a Table
- Inserting, Deleting, and Reordering Fields
- Adding Field Descriptions and Captions
- Changing the Field Size
- Formatting Number, Currency & Date/Time Fields by Hand
- Formatting Text Fields
- Using Hyperlink Fields
- Setting a Default Value
- Requiring Data Entry
- Validating Data
- Creating an Input Mask
- Creating a Lookup Field
- Creating a Value List
- Modifying a Lookup List

Creating Relational Databases

- Understanding Table Relationships
- Creating Relationships Between Tables
- Enforcing Referential Integrity
- Printing and Deleting Relationships
- Understanding Relationship Types

Working with Queries

- Creating & Sorting a Query
- Using AND and OR Operators in a Query
- Understanding Different Types of Queries
- Creating a Multiple Table Query
- Creating a Calculated Field
- Summarising Groups of Records
- Display Top or Bottom Values

Working with Forms

- Creating a Form with the Form Wizard
- Creating and Using a Form
- Understanding Form Views
- Modifying a Form in Layout View
- Form Design View Basics
- Creating a Subform
- Modifying and Working with Subforms

Working with Reports

- Creating a Report with the Report Wizard
- Creating a Report
- Working in Layout View
- Adding a Logo
- Working in Design View
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates
- Creating Mailing Labels with the Label Wizard

Formatting Forms and Reports

- Formatting Fonts
- Changing Text Alignment
- Changing Colors
- Using Conditional Formatting
- Adding Pictures, Lines, and Gridlines
- Working with Number Formatting
- Using Themes