



MOUSELITERATE

Access Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required

Session One

Exploring Access

- Database concepts
- Explore the User Interface
- Customise the Quick Access Toolbar
- Open and add data to an existing database

Designing a Database

- Review existing data
- Create a new database
- Create tables
- Designate Primary and Foreign keys
- Review table relationships

Managing Data in a Table

- Modify table data
- Amend table properties
- Sort data
- Work with sub datasheets

Querying data

- Filter records
- Create a query
- Add criteria to a query

Session Two

Querying Data

- Add a calculated field to a query
- Create calculations on a record grouping

Designing Forms

- View data using an access form
- Create a form
- Modify the design of a form

Generating Reports

- View an access report
- Create a report
- Add a calculated field to a report
- Format the controls of a report
- Apply an autoforamt style to a report
- Prepare a report for print





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Access Intermediate Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Data Entry

- Restrict data entry using field properties
- Create a list of values for a field

Joining Tables

- Create query joins
- Join unrelated tables
- Relate data within a table

Queries

- Set query properties
- Create parameter queries
- Create action queries

Customising Forms

- Design a form layout
- Enhance the appearance of a form
- Restrict data entry in forms
- Add a command button to a form
- Create a subform

Session Two

Customising Reports

- Organize report information
- Format the report
- Set report control properties
- Control report pagination
- Summarize report information
- Add a subreport to an existing report
- Create a mailing label report

Sharing Data Across Applications

- Import data into Access
- Export data
- Analyze Access data in Excel
- Export data to a text file
- Merge Access data with a Word document

