Introduction To Access

You will discover in this workshop that building and maintaining a database does not have to be an intimidating task. We will step you through the process of building a database and explain the elements and terminology so that you will be able to benefit from the rich features found in Access. You will learn about Tables, Queries, Forms, Reports, Macros, Modules and much more.

LENGTH: **1 DAY** | TIME: **9:00AM-4:30PM** | WORKSHOP ID: **40** | FEE: **$350.00 + GST/PERSON, $1500/DAY**

Topics and Skills

INTRODUCTION
- Create a database with a wizard
- Create a database manually

CREATE TABLES
- Create tables with a wizard or manually
- Define data types and properties
- Change views
- Set a primary key
- Use the navigation buttons

MOVE AROUND TABLES
- Modify fields and restructure tables
- Format columns
- Format cells

FILTER DATA
- Filter by selection
- Filter for and filter by form
- Advanced filter/sort

DATA MANIPULATION
- Add and delete records
- Change data & undo changes
- Import & export data
- Find data and sort records
- Replace data in multiple records

DATABASE MAINTENANCE
- Back up and restore

- Compact and repair

BUILD QUERIES
- What is a query?
- Create a simple query
- Create a query with a wizard
- Work with a dynaset
- Use criteria, operators, wildcards, and functions
- Calculated fields

ADVANCED TABLE DESIGN
- Advanced field properties
- Use input masks
- Use the input mask wizard
- Create lookup fields
- Create table relationships
- Enforce referential integrity

FORMS AND PAGES
- Create a form
- Modify records
- Modify a form
- Move and resize controls
- Use drawing tools
- Create a data access page

CREATING A REPORT
- Create an autoreport
- Use the report wizard
- Modify reports
- Print forms and reports

Basic Skills Checklist

No previous knowledge of Access is required. Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents with Windows Explorer. We require that you have intermediate level knowledge in at least one other Microsoft Office Application.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto	(416) 929-8324 (Dial 1 For Customer Service)
Toll Free	1800-654-3251
Register Online	**www.edtech.ca/course.asp?id=40**