



## Microsoft Access Basic

It is essential that delegates be proficient PC and Windows 98/NT/ME/XP users.

### Pre-requisites

Designed for people who have little or no experience of creating databases, but some experience of using a database would be an advantage but not essential

### Course Objectives

This course will give delegates and introductory understanding of databases and basic Access utilisation. Delegates will acquire the skills to enable them to utilise Access on a practical day-to-day basis.

### Course Content

**0930hrs to 1630hrs**

<ul style="list-style-type: none"><li>• Launching Access</li><li>• The database window<ul style="list-style-type: none"><li>○ Screen layout</li><li>○ Menu Layouts</li><li>○ Getting help</li></ul></li><li>• Database Structure types<ul style="list-style-type: none"><li>○ Flat file</li><li>○ Relational</li></ul></li><li>• Creating a new database</li><li>• Creating a table<ul style="list-style-type: none"><li>○ Field types</li><li>○ Navigation</li><li>○ Enter / Edit / Delete data</li><li>○ Format columns / rows</li><li>○ Hide columns</li><li>○ Sorting data</li><li>○ Find tool</li><li>○ Printing data</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Select queries<ul style="list-style-type: none"><li>○ Simple query wizard</li><li>○ Setting criteria</li><li>○ Query operators</li><li>○ Wildcards</li><li>○ Sorting query results</li></ul></li><li>• Simple forms<ul style="list-style-type: none"><li>○ Creating a form</li><li>○ Auto forms</li><li>○ Enter data via a form</li><li>○ Delete data via a form</li><li>○ Edit data via a form</li></ul></li><li>• Simple reports<ul style="list-style-type: none"><li>○ Creating a report</li><li>○ Auto reports</li><li>○ Report design view</li><li>○ Formatting a report</li></ul></li></ul>
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