

*This course introduces new participants to Access and its conventions. It will encourage an understanding of the way in which the program works and skilful and confident use of its database facilities.*

## Pre-Requisites

It is recommended that students have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## Duration

2 Days

## Cost

\$550 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Introduction to Access

- start Access
- open a database
- navigate through an Access database
- describe the objects within an Access database
- use Help

### Planning and Designing a Database

- describe the steps involved in effectively designing an Access database

### Creating a New Database

- create a new database using the Database Wizard
- create a new blank database

### Creating Tables to Store Data

- create a table using a variety of methods
- save changes to a Table's design
- set primary keys for each Table you create
- setting Field properties
- identify each of the field properties and their uses
- set field properties to streamline data input

### Importing Data & Linking Files

- import tables from another Access database
- import data from one table to another
- linking to an Excel spreadsheet
- linking to another database

#### Creating Table Relationships

- define a relationship between two Tables
- print the relationships within the database
- enforcing referential integrity

#### Entering and Viewing Data in Tables

- enter, edit and delete data within a Table in datasheet view
- use sub datasheets
- use timesaving tools to assist with data entry

#### Analysing Data Using Queries

- describe the differences between select and action queries
- view and extract selected data using single and multiple Table queries

#### Using Selection Criteria in Queries

- limit data within queries using selection criteria
- creating calculated fields in Queries
- perform simple calculations
- join text fields using queries
- use the top values feature

#### Creating Forms to View and Edit Data

- create a form for data input
- sort, find and filter data in a Form
- editing data using Forms
- input and edit data using a Form
- sort, find and replace data in a Form

#### Customising Forms

- modify the layout and content of your Form
- creating a subform

#### Working with Reports

- create a report to print data
- preview and print data in a report
- using report sections
- grouping and sorting in a report