

# Access 2000 - Introduction

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www.premierit.com

<b>Course Duration:</b> 1 day	<b>Course Hours:</b> 10am - 5pm
<b>Pre-requisites:</b> The delegate should be familiar with using a mouse, and working in a Windows environment. Any database experience would be an advantage.	
<b>Objectives:</b> At the end of the course, the delegate will be able to: Understand the structure and purpose of a database • Design, create and add records to tables • Sort and filter data • Design, create and add records to forms • Use simple select queries • Design and print reports	

<b>Introduction to Microsoft Access 2000</b> Course Objectives • What is a Database? • Computerising a Database • Designing an Access Database • Defining a Data Store • Populating a Database • Extracting Information from a Database • Reporting Data • Year 2000 Best Practice
<b>Getting Started with Access 2000</b> Starting Access 2000 • Access 2000 Opening Screen • The Title Bar • The Menu Bar • Toolbars • The Status Bar • Menus and Submenus • SpeedKeys • The Database Window • The Database Window Toolbar • Scroll Bars • Exiting Access
<b>Getting Assistance with Access 2000</b> Using the Office Assistant • Getting Help Without the Office Assistant • Manipulating the Help Window • Help for Screen Objects • ScreenTips
<b>Creating Tables and Adding Records</b> Creating a Table Using the Table Wizard • Datasheet View • Adding a Record • Saving Changes • Moving Around the Datasheet • Finding a Record • Modifying Records • Deleting a Record
<b>Designing Table Structures</b> Table Design - Hints and Tips • Creating Tables • Switching Between Views • Saving Tables • Field Properties • Field Size Property • Format and Input Mask Properties • Caption Property • Default Value Property • Required Property • Allow Zero Length Property • Indexed Property
<b>Working with Data</b> Sorting Data • Filtering Data • Using Advanced Filters
<b>Forms</b> What is a Form? • Using AutoForm to Design Forms • Using Wizards to Design Forms • Entering Data Using a Form
<b>Simple Select Queries</b> What is a Query? • Creating a Query • Modifying a Query • Restricting Records Returned by a Query • Simple Calculated Fields • Summary Queries
<b>Simple Reports</b> Reporting from Access • Printing from Datasheet View • AutoReports • Designing a Report Using Report Wizards • Label Reports • Modifying Reports

*Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.*

*Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.*

*Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.*

Internal Use Only: crscode ACCB2K

