

Access XP - Introduction

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am – 5pm
Pre-requisites: The delegate should be familiar with using a mouse, and working in a Windows environment. Any database experience would be an advantage.	
Objectives: At the end of the course, the delegate will be able to: Design and plan a database • Create and modify a table • Sort and filter data • Create a form and use it to enter and edit records • Perform and save select queries • Create a report to print database output	

Getting Started With Access XP Start Access • The Access Application Window • The Title Bar • The Menu Bar • Toolbars • Menus • SpeedKeys • The Task Pane • Creating A New Database • The Database Window • The Database Window Toolbar • Scroll Bars • The Status Bar • Opening An Existing Database • Creating A Database Using A Database Wizard • Closing A Database • Exiting Access
Getting Assistance With Access XP Using The Office Assistant To Get Help • Getting Help Without The Office Assistance • Using Ask A Question To Get Help • Working With The Help Window • Getting Help From The World Wide Web • Finding Out What Is On Screen
Adding And Editing Records Creating A Table Using The Table Wizard • Opening A Table In Datasheet View • Adding A Record • Saving Changes To A Record • Undoing Changes To A Record • Navigating Through A Datasheet • Finding A Record • Modifying A Record • Deleting A Record • Closing A Table
Designing A Table Designing And Planning A Database • Data Types • Creating A Table In Design View • Setting A Primary Key • Saving A Table • Switching Between Views • Switching Between Windows • Modifying Field Properties • The Field Size Property • The Format Property • The Caption Property • Setting Up An Index
Working With Data Modifying Table Layout Attributes • Sorting Records • Applying And Removing A Filter • Using Filter By Form
Using A Form What Is A Form? • Using AutoForm To Generate A Form • Creating A Form Using The Form Wizard • Entering And Editing A Record Using A Form
Using A Select Query What Is A Query? • Creating A Query Using The Simple Query Wizard • Adding And Removing Fields From A Query • Sorting Query Results • Saving A Query • Specifying Criteria In A Query
Using A Report Printing Output From A Datasheet • Using AutoReport To Generate A Report • Creating A Report Using The Report Wizard • Creating A Label Report • Making Simple Changes To A Report

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 ACCBXP

