

Access Level 1 – Basic

What Can You Expect?

Access Level 1 was developed to ease you into Access and give you the foundational skills required to start designing and/or working with your own database.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

2 Day Course Content

Overview of Access

- What is a Database?
- What is Access?
- Understand Database Structure

Getting Started

- Start Access
- Understand the Access Interface
- Open an Existing Database
- Enable Macro Content
- Manage Objects in the Navigation Pane
- Switch between Views
- Close a Database
- Exit Access

Introduction to Tables

- External Data
- Data Types and Properties
- Add Records in Datasheet View
- Apply Rich Text Formatting to a Memo Field
- Enter Data Using a List
- Delete Data from a Field
- Delete a Record
- Add a New Table to an Existing Database
- Import or Link to Create a Table
- Add a Field by Entering Data
- Save a Table
- Close a Table
- Delete a Table

Modify Table Design

- Display a Table in Design View
- Change Data Types in Design View
- Set the Field Size Property
- Change the Format Property
- Move a Field in Design View
- Create a New Field in Design View
- Delete a Field in Design View

Sort Records on Text, Numbers or Dates

- Sort Records in Datasheet View
- Remove a Sort Order
- Save a Sort Order with a Table

Locate Records in a Database

- Browse through all Records
- Search for a Record
- Filter to Display Specific Records

Display Column Totals in a Datasheet

- Sum Values using the Total Row
- Add a Totals Row
- Remove a Totals Row
- Copy a Total Row to another File
- Count the Number of Values in a Column

Create a Simple Report by Formatting a Datasheet

- Resize Columns and Rows
- Move a Column
- Rename a Column
- Show or Hide Columns
- Change the Gridlines Style and Background Colour
- Change the Text Format
- Save Layout Changes

Print Access Data

- Print Data without Changing Settings
- Preview before Printing