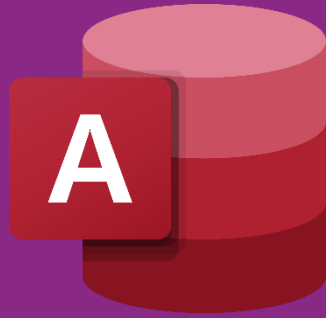


Introducing Microsoft Access[®]



Course Outline and Specification



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Introduction

These courses will introduce the learner to Microsoft Access from understanding the environment, tables and data types, query design and creating forms.

Duration

This course is offered as two separate 6-hour tutor taught classroom-based programmes, as an online course with weekly tutor support.

Course Features

Multi-format training resources are included with this course.

Certification

There is shareable digital certification on completion of this course.



Course Outline: An Introduction to Microsoft Access

1. Setting up the Environment

- Creating a new blank database
- Saving a new blank database appropriately
- Getting to know the ribbon bar
- Getting to know the application environment

2. Creating Tables and Data Types

- Creating new tables
- Getting to know design and datasheet view
- Setting field names and data types
- Creating data descriptions

3. Creating Field Properties

- Understanding the use of field properties
- Understanding data integrity
- Setting field properties for data entry
- Editing field properties

4. Database Formatting Techniques

- Formatting rows and columns
- Editing colour and styles
- Adjusting heights and widths
- Hiding and freezing rows and columns

5. Creating Data-Entry Forms

- Creating and saving data-entry forms
- Formatting data-entry forms
- Understanding form views
- Entering data to populate the database

6. Creating Basic Queries

- Understanding queries using sort and filter
- Creating queries using design and wizard
- Saving and editing queries
- Setting a basic parameter query

7. Creating Reports

- Understanding the purpose of reports
- Creating and saving reports from tables
- Editing and formatting reports
- Understanding the different views

8. Scenario Database Build

- Create a new database with tables
- Create forms for data-entry and populate
- Set simple queries based on requirements
- Create reports for analysis



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