

ACCESS BEGINNERS



- **What is a database?** Basic concepts
- **Tables & Relationships**
- **What would you use Access for?**
- **Introducing Access Tools.** Forms, queries, reports
- **Starting Access.** Opening a database The Access application window and toolbar.
- **Within the database.** Exploring the table, design view, queries, forms and their design. Reports.
- **Database design & table creation.** Defining your needs & questions to ask yourself, basic design rules, determining relationships, creating a database, using table wizard, setting a primary key, saving a table, adding records to a datasheet.
- **Formatting a table.** Selecting/ deleting records, fields and columns
- **Printing**
- **Locating & replacing Information.** How to conduct a simple search, use wildcards, find (and replace) specific values
- **Creating simple queries**
- **Introducing Forms –** Basic form layout. Form Creation using Autoform wizard. Different views.
- **Reports –** opening, viewing, creating and printing

