

## Microsoft Access Foundation Course Outline

- Duration:** 2 Days
- Benefit:** This course is designed to provide attendees with a thorough understanding of database design. It will benefit anyone new to databases wishing to learn how to design tables, forms, queries and reports.
- Objectives:** On completion of this course, attendees will understand the design techniques involved in building a database as well as how to create tables, input forms and basic reports.
- Pre-requisites:** Attendees do not need any previous experience of Access but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

### ● Database Introduction

- Database concepts and terminology
- Ground rules for database design
- Relational database concepts
- Getting started in Access
- Getting help

### ● Table Design

- Creating a table in design view
- Data types
- Indexes
- Default values
- Validation rules
- Input masks
- Setting a primary key

### ● Table Relationships

- Relational database design
- Creating relationships
- Database integrity and validation

### ● Working with Tables

- Adding and editing data
- Navigating, adding, editing and deleting records
- Finding and replacing data
- Sorting and filtering records
- Filtering by selection
- Importing and exporting Data

### ● Performing Select Queries

- Understanding queries
- Creating a select query
- Refining the results of a query
- Multi table queries

### ● Form Design

- Understanding forms
- Creating forms
- Customising forms
- Main/sub forms

### ● Reports

- Creating a report
- Previewing and printing