Software Solutions
Microsoft Access Level One
The Essentials

The Level One course contains the Essential information that all Access users require to design a database. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Access course in a very long time or those making the transition from an older version of Access. The aim of this course is to provide participants with a strong understanding of Tables and Relationships as these are the foundation to any database. The course also gives the participant a very strong introduction to creating Select Queries based on multiple tables and with varying criteria. In addition, the participant is given a general introduction to the form and report wizards. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

INTRODUCING ACCESS and an existing DATABASE

☐ OPEN AN EXISTING DATABASE	☐ THE NAVIGATION PANE
☐ UNDERSTAND TABLES	☐ UNDERSTAND FORMS & REPORTS

CREATE A NEW DATABASE and TABLES

☐ CREATE TABLES IN DESIGN VIEW	☐ FIELD NAMES
☐ DATA TYPES	☐ FIELD DESCRIPTIONS
☐ DESIGN VIEW AND DATASHEET VIEW	☐ GENERAL FIELD PROPERTIES
☐ FIELD SIZE PROPERTY	☐ FORMAT PROPERTY
☐ CAPTION PROPERTY	☐ DEFAULT VALUE PROPERTY
☐ VALIDATION RULE & VALIDATION TEXT PROPERTIES	☐ INPUT MASK PROPERTY
☐ REQUIRED PROPERTY	☐ INDEXED PROPERTY
☐ PRIMARY KEY FIELD(S)	

TABLE DATA ENTRY

☐ MOVING AROUND A TABLE	☐ INSERTING, DELETING & MODIFYING DATA

COMBO BOXES & THE LOOKUP WIZARD

☐ VALUE LIST & TABLE/QUERY COMBO BOX	☐ LOOKUP FIELD PROPERTIES

CUSTOMISE DATASHEET VIEW

☐ COLUMN WIDTHS, HIDE & UNHIDE COLUMNS	☐ MOVE A COLUMN
☐ FONT ATTRIBUTES	☐ GRIDLINES & ALTERNATE FILL/BACK COLOUR
☐ TOTAL ROW	☐ SAVING THE LAYOUT

TABLE RELATIONSHIPS

☐ UNDERSTANDING RELATIONSHIPS,	☐ TYPES OF RELATIONSHIPS
☐ ENFORCED REFERENTIAL INTEGRITY	☐ CASCADE UPDATE AND CASCADE DELETE
☐ SHOW/HIDE TABLES	☐ PRINT RELATIONSHIPS

SELECT QUERIES

☐ CREATING A QUERY IN DESIGN VIEW	☐ SORT FIELDS
☐ APPLYING CRITERIA	☐ SHOWING & HIDING FIELDS
☐ RUN THE QUERY	☐ CHANGE QUERY DESIGN
☐ INCLUDING & HIDE FIELD IN A QUERY DESIGN	☐ SAVING, CLOSING AND RUNNING QUERIES
☐ ADDING, MODIFING & DELETING FIELDS	☐ CHANGING THE ORDER OF FIELDS
☐ USING COMPARISON OPERATORS	☐ USING WILDCARD CHARACTERS
☐ USING THE AND & OR OPERATORS	☐ QUERYING MORE THAN ONE TABLE

FINDING AND REPLACING DATA

SORTING DATA

FILTERING DATA

CREATING FORMS

☐ FORM TOOL	☐ FORM WIZARD

FORM DATA ENTRY

☐ MOVING WITHIN AND BETWEEN RECORDS	☐ ENTER, MODIFY, OVERWRITE & DELETE DATA
☐ SORTING & FILTER DATA	☐ PRINT DATA

CREATING REPORTS

☐ CREATING A REPORT USING THE REPORT WIZARD	☐ CREATING LABEL REPORT

PROCESS OF DESIGNING A DATABASE

MICROSOFT ACCESS SHORTCUT KEYS