

## Course Outline - **Microsoft Access 97 Introduction**

**Aims:** To give users a basic understanding of the workings and concepts of relational databases in Microsoft Access 97

**Pre-requisites:** Attendance of a Windows Introduction or a good understanding of the Windows environment

**Duration:** Two days

### **An Introduction to Access**

The Access screen  
Using the keyboard and mouse  
Using the toolbars  
Working with menus  
Help and the Office Assistant

### **Access Basics**

Database concepts and terminology  
Creating, opening and closing databases  
Understanding the Database Window  
Access database objects

### **Tables**

Designing Tables  
Creating Fields  
Specifying Data Types  
Understanding Field Properties  
Using Primary Keys  
Data Entry in Tables

### **Relationships**

Designing Relationships  
Relationship types  
Creating Relationships between Tables

### **Forms**

Creating an AutoForm  
Using the Form Wizard  
Modifying Forms  
Designing basic Forms  
Basic design tools  
Data Entry in Forms

### **Queries**

What is a Query?  
Designing a Query  
Specifying query criteria  
Sorting the results of a Query  
Query tricks  
Creating calculated fields  
Querying multiple tables

### **Reports**

Creating an AutoReport  
Using the Report Wizard  
Modifying a Report  
Grouping and Summaries  
Creating Mailing Labels

taking **IT** further

## **Microsoft Access 97 Advanced**



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