



# SWANSTON

## Microsoft Access: Introductory Level

**Duration:** Two days

**What you will learn:**

You will learn to take advantage of all the features listed below.

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**The Access Menu System**

- The Access Screen
- Opening a Database
- Using Help

**Using Forms Modifying Data**

- Moving around the database window
- Moving around a table or form
- Entering, editing and saving data
- Viewing and modifying a datasheet

**Finding and Filtering**

- Using the Find button
- The Filter button
- Entering criteria
- Using wildcards

**Database and Table Design**

- Creating a database
- Creating a new table
- The table wizard
- Creating fields
- Data types
- Setting field properties

**Importing and Exporting**

- From another database
- From Excel

**Relationships**

- Why relate tables
- Creating a simple relationship
- 1 to many
- 1 to 1

**Queries**

- Creating a select query
- Entering search criteria
- Creating a query on multiple tables
- Summarising data in a query
- Performing calculations in queries
- Parameter queries

**Forms**

- Autoform wizard
- The Form Wizard
- Understanding form design basics
- Using the toolbox
- Using properties
- Using graphics on a form

**Reports**

- Autoreport wizard
- The Report Wizard
- Understanding report design basics
- Creating a tabular report
- Groups and totals