

## Microsoft Access Beginner

### Course Content

This course is ideal for anyone who is looking for an understanding of database concepts and, more specifically, a relational database. The initial design stage is crucial to a successful database, and getting the foundation right at the start eliminates inaccuracies and malfunctions at a later stage. At the end of this course, the user will be ready to go on and learn the more advanced features of Access.

**Objectives:** The objectives are to provide the user with the necessary knowledge to define and create a useful database and to be able to organise data quickly and easily.



#### Topics:

- What is a Relational Database?
- Database Capabilities
- Design Steps in creating a Database
- The Architecture of Microsoft Access
  - Creating and modifying tables and fields.
  - Different field types and their properties
  - Entering and editing data in a table.
  - Viewing and searching for records.
  - Deleting records
  - Printing database information.
  - Sorting Records
  - Filtering Records
- Creating and Using Forms
- Creating and Using Reports
- Importing and Exporting from and to other applications