



# Microsoft Access Essentials

(Available in Microsoft Access 2003, 2007 or 2010 format)



# Mobile MOUSE

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: Access 2003 - 1 Full Day (9am - 4pm) : Access 2007 - 2 Full Days (9am - 4pm)

## Part One - Creating an Access Database

- Critical Fundamental Database Concepts
- Microsoft Access Interface
- Creating a New Database
  - Starting with a new blank database
  - Using a database template
- Working with Database Objects
  - Exploring database objects
  - Opening and accessing database objects
  - Database objects views
- Moving Among Records
- Formatting Datasheets
- Modifying a Toolbar / Quick Access Toolbar

## Part Two - Building Tables and Queries

- Creating and Modifying Tables
  - Adding fields to a table
  - Deleting and rearranging fields
  - Field data types
  - Assigning key fields for a table
- Using Input Masks to Control Field Entry
- Creating Lookup Fields for Easy Entry
- Modifying Other Field Properties
- Creating and Modifying Queries
  - Query criteria
  - Creating a select query
  - Creating a crosstab query
  - Creating an make table / update / append query
- Calculated Fields in Queries
- Sorting and filtering records

## Part Three - Organizing Access Data

- Creating and Modifying Forms for data entry
- Creating and Modifying Forms buttons and controls
- Form properties for display and protection of data
- Viewing and Organizing Form Information
  - Working with database records
  - Sorting and filtering records

## Part Four - Defining Relationships

- Creating Relationships based on keys
  - One to one relationships
  - One to many relationships
  - Many to many relationships
- Setting Referential Integrity
  - Cascade updates
  - Cascade deletes

## Part Five - Reporting and Exchanging Data

- Producing Reports
  - Creating and formatting reports
  - Creating reports using the report wizard
  - Formatting reports and report objects in design view
  - Sorting and filtering report data
  - Adding calculated controls to reports
  - Previewing and printing reports
- Integrating with Other Applications
  - Importing data from other applications
  - Exporting data to other applications
  - Creating a data page for the web



### What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

## CONTACT MOBILE MOUSE NOW

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## WHO SHOULD ATTEND THIS COURSE?

This course is designed for people who currently edit or manage simple databases. Anyone who is looking for a starting point to design their own database or who would like to get their head around relational database concepts is an ideal candidate to attend this course.

Please note that this course is not intended for users new to computers. This is not a "Data Entry" course. Attendees should already have strong fundamental keyboard and mouse skills.

 **Microsoft Access Essentials**  
A Nationally Recognised Course

