

MICROSOFT ACCESS - FOUNDATION

Course: ACF-1; Duration: 1 Day; Instructor-led
Time: 9.00am – 5.00pm
Break: 10.15am – 10.30am / 3.15pm – 3.30pm
Lunch: 1.00pm – 2.00pm

AUDIENCE

This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who want to know and understand their knowledge and practical uses of Microsoft Access

PREREQUISITES

REQUIRED PREREQUISITES:

- Able to maneuver with the mouse – Point, Click, Drag and Double Click
- Able to configure the desktop
- Able to use the Control Panel
- Able to move and re-size Application Windows
- Able to switch between task applications

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions, and practical exercise

COURSE OBJECTIVES

Upon completion of this program, participants should be able to:

- Understand basic terminology
- Creating a database from a template
- Creating a Table
- Creating a Query with the Wizard
- Sorting and Filtering Data

COURSE OUTLINES

Module 1: Getting Started

Lesson 1.1: Starting Out

- What is Microsoft Access?
- What's New in Access 2003?
- Basic Terminology
- Opening Microsoft Access
- Interface Overview
- Closing Microsoft Access

Lesson 1.2: Using the Access Interface

- Using the Access Menus
- Using Access Task Panes
- Using Toolbars
- Adding, Removing and Moving Toolbars
- Using the Switchboard
- Using the Database Window

Module 2: Creating A Database

Lesson 2.1: First Steps⁴⁶

- Planning a Database
- Creating a Blank Database
- Using Database Objects

Lesson 2.2: Records

- What is a Record?
- Adding Records
- Editing Records
- Deleting Records
- Printing Records

Lesson 2.3: Creating A Table

- About Tables
- Creating a Table in Design View
- Creating a Table using the Wizard
- Entering Data into a Table
- Formatting a Table

Module 3: Doing More with Your Database

Lesson 3.1: Creating Queries

- What is a Query?
- Creating a Query with the Wizard
- Using Design View to Modify a Query
- Using Queries

Lesson 3.2: Sorting and Filtering Data

- Using Find and Replace
- Sort Ascending or Descending
- Using Filter by Form
- Using Filter by Selection
- Creating a Filter

Module 4: Basic Printing

Lesson 4.1: Printing A Database Object

- Using the Print Icon
- Using Print Preview
- Using Page Setup