

USING AN ACCESS DATABASE - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Introducing Access Databases

- ▶ Opening & Closing a Database
- ▶ Opening Objects using the Navigation Pane
- ▶ Opening & Closing Tables, Queries, Forms & Reports

Working with Data in Tables

- ▶ Navigating Table Data
- ▶ Entering, Editing & Deleting Records
- ▶ Sorting & Filtering Data in a Table
- ▶ Showing & Hiding Columns

Working with Forms

- ▶ Navigating Records in Forms
- ▶ Finding Records
- ▶ Adding New Records
- ▶ Editing & Deleting Records
- ▶ Sorting & Filtering Data in a Form

Previewing Data in Reports

- ▶ Opening Reports in Report View
- ▶ Previewing & Printing Reports

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who are required to view, find, add, edit and delete data in an existing database.

Learning Outcomes:

Delegates will understand the purpose of the four main database objects: Tables, Queries, Forms and Reports. They will be able to open and close Access objects, navigate between the existing database records and update the data in the database.

Prerequisite Skills:

Delegates attending this course must be proficient with a mouse and keyboard and be able to confidently work within a Windows environment - minimise, maximise, open, close.