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Access Introduction

Course #: MA-100 **Duration:** 1 day

Prerequisites

None.

Details

This course covers the basic skills and concepts students need to use Microsoft Access (2013, 2016, 2019, Office 365) productively and efficiently. After an introduction to the Access environment, you will learn how to plan databases and create tables. Then you will learn to organize fields and records and to work with data entry rules. You will learn how to create basic queries and how to work with forms and reports.

This course will help you prepare for the Microsoft Office Specialist exam. For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access.

Software Needed

Microsoft Office 2013 or higher (2013, 2016, 2019, or Office 365)

Outline

Access Introduction (2013, 2016, 2019, Office 365)

- **Getting Started**
  - What is Microsoft Access?
  - Starting Microsoft Access
  - Opening an Existing Database
  - Understanding the Interface
  - Using Database Objects
  - Closing a Database
  - Exiting Access
- **Working with Tables**
  - Understanding Tables
  - Using Datasheet View
  - Navigating Fields in Tables
  - Adding Records
  - Moving through Records
  - Selecting Records
  - Editing Records
  - Saving Records
  - Deleting Records

- **Creating Tables**
  - Creating a New Database
  - Designing Tables
  - Creating a Table
  - Creating Fields
  - Assigning Data Types
  - Adding a Field Description
  - Setting a Primary Key
  - Saving a New Table
- **Setting Field Properties**
  - Using Field Properties
  - Limiting Field Size
  - Setting Number Formats
  - Setting Date/Time Formats
  - Setting Yes/No Formats
  - Setting Default Values
  - Setting Validation Rules
  - Creating an Input Mask
- **Creating Relationships**
  - Flat versus Relational Databases
  - Using Related Tables
  - Creating a Relationship
  - Setting Referential Integrity
- **Editing Tables**
  - Changing the Row Height
  - Changing the Column Width
  - Formatting a Datasheet
  - Selecting a Column
  - Moving a Column
  - Hiding a Column
  - Unhiding a Column
  - Freezing a Column
- **Printing Data**
  - Printing Table Data
  - Changing the Page Setup
  - Printing Selected Records
- **Finding and Filtering Data**
  - Sorting Records
  - Finding Specific Records
  - Finding Records Using Wildcards
  - Using Replace
  - Applying/Removing a Filter
  - Using Filter by Form
- **Using Simple Queries**
  - Using Queries and RecordSets
  - Using the Simple Query Wizard
  - Creating a Query in Design View
  - Opening a Query
  - Adding a Table to a Query
  - Joining Tables in a Query
  - Running a Query
- **Modifying Query Results**
  - Sorting a Query
  - Adding Criteria to a Query
  - Hiding a Field in a Query
  - Printing a Query
- **Creating Basic Reports**
  - Using Reports
  - Using the Report Wizard
  - Using Print Preview

- Using the Report Button

- **Creating Basic Forms**
  - Using Forms
  - Using the Form Wizard
  - Viewing Records in a Form
  - Printing Records in a Form
  - Using the Form Button
  - Adding a Recording Using a Form