

Access 365

Introductory Course Outline

Objectives:

This course is an Introduction to Access and to database design. It assumes that you have never used Access and explains from the beginning what databases are and how they work. It teaches you how to Create, Edit, Open and Save a database as well as Basic formatting of forms and creating reports.

Content

Lesson 1: Database Concepts

This lesson introduces you to database concepts. Microsoft Access 2019/365 is a relational database tool which enables the user to create relational databases. Access 2019/365 can also be used to create flat file databases, but relational databases are far more efficient in data storage.

Lesson 2: Introducing Access 2019/365

This lesson shows you how to open an existing database or create a new database. The Access 2019/365 workspace is made up of objects that you create as you build your database. The Help facility in Access 2019/365 is very useful in obtaining additional tips and information. Access 2019/365 wizards make some complicated procedures easy while providing a good learning tool.

Lesson 3: Working with Tables

In this lesson we learn more about tables. Tables are the storage objects for Access 2019/365. They are the actual database while the rest of the database objects are the application running off the database. Tables contain the RAW data and only the raw data. A database can be made up of as few or many tables as you like as long as your stored data stays within the Access 2019/365 limit of 2GB (gigabytes).

Lesson 4: Understanding Relationships

This lesson explains what database relationships are all about. The ability to understand Relationships gives you the powerful tool of using a Relational database to its full capacity. Access 2019/365 provides an easy to understand interface to build relationships between tables.

Lesson 5: Creating forms

Forms provide a user-friendly way to enter and manipulate data in a database. Once you have created your forms, the user can use these forms to add records and delete records as well as to sort, find and filter records.

Lesson 6: Changing the Design of a form

While the wizards make the building of forms effortless and relatively pain-free, many users prefer to then go on and customise the formatting of the forms themselves, adding a personal touch by changing the colours and fonts, and perhaps adding additional controls.

Lesson 7: Introduction to Queries

This lesson introduces you to queries. Queries enable a user to join together tables via relationships to obtain a temporary “table” of information known as a Dynaset. This temporary table is only in existence as long as the query is running thereby saving space in the database and illustrating the power of the relational database.

Lesson 8: Creating Reports

While forms are the user interface that enables ease of entering data into the database, Reports are the final product – they are the result produced by the database. They enable the user to print off any information that is stored in the database, be it straight data that is stored in the tables, or data that has been calculated by using the queries. The Report wizards in Access 2019/365 save a great deal of time and the user can rely on them to produce professional and effective reports. Alternatively, a user can start a report from scratch, as with forms. Most users will use the report wizard initially and then alter the report design to suit themselves using report design view.

Lesson 10: Using Other applications with Access

The ability to import data from other applications is extremely important in using Access 2019/365. Many users import data from text files, another Access 2019/365 database and Excel spreadsheets. This means that they can bring external data into Access 2019/365 and use the Access 2019/365 capabilities to manipulate their data. They can also export this manipulated data back to the external applications.

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Melanie Jenkins

mel@f1solutions.co.za

ph: +27 79 5978368
