



4D Group

## **Access Introduction**

### **Who would benefit?**

This course is for those who wish to gain a sound understanding of the basic concepts of database application and design and who need to make effective use of Access.

### **Objective**

To build a controlled database example which encompasses the majority of Access's facilities as a fully relational database and to develop this example into a full working model.

### **Content**

Discuss individual's needs.

Database concepts, design and Access terminology.

Tables, Table Wizard, field properties and validation.

Form Wizard, customisation, calculations and statistics.

Relationships across multiple tables and relationship options.

Use queries and relate tables in a query.

Sort, filter and calculate through queries.

Indexing.

Concepts, design and use of main and sub-forms.

Use main/sub-forms to control data entry and group statistics.

Add records and build filters to find records.

Report Wizard; group total reports and labels.

### **Duration**

One or two days