**MICROSOFT DATABASES (Ms Access)**

**INTRODUCTION**

This skills programme has been designed to provide you with the basic skills for operating a database program such as Microsoft Access on an intermediate level.

**PROGRAMME OUTCOMES**

On completion of this learning programme, learners will have covered:

* **Using the application**
* **Tables**
* **Forms**
* **Retrieve information**
* **Reports**
* **Prepare outputs**

**PROGRAMME OUTLINE**

**1. USING THE APPLICATION**

**DATABASE CONCEPTS**

* What is data?
* What is a database?
* What is a relational database?
* What is a table?
* What is a record?
* What is a field?
* What is meant by ‘Field data types’?
* What is meant by ‘Field properties’?
* What is a primary key?
* What is an index?
* Why relate tables?
* Design and document your database!
* Questions to ask yourself
* Define your needs
* Basic design rules

**FIRST STEPS WITH DATABASES**

* To start Access
* To save a database file to a diskette
* To display the Microsoft Office Assistant
* To hide the Microsoft Office Assistant
* To close Microsoft Access
* To open a database
* To create a new database
* To save a database
* What is the Microsoft Office Assistant?
* To disable the Microsoft Office Assistant
* To use “What is this” Help
* The Help drop down menu
* Help Menu – Microsoft Access Help command
* Help Menu – Office on the Web
* Help Menu – Activate Product
* Help Menu – Detect and Repair
* Help Menu – About Microsoft Access
* To close a database

**ADJUST SETTINGS**

* To switch between views when using tables, forms or reports
* To switch between Design and Datasheet View
* To display or hide a toolbar (using the View menu)
* To display or hide a toolbar by right-clicking

**2. TABLES**

**MAIN OPERATIONS**

* To create a table and specify field data types.
* To add records to a table.
* To delete records within a table
* To add a field to an existing table.
* To add data to a record
* To modify data within a record
* To delete data within a record
* To use the Undo command
* To navigate through a table to edit records
* To move to a field using the mouse
* To move through the table using the keyboard
* To move from record to record using the scroll bar and mouse
* To move to a specific record using the Edit menu
* To move to a specific record using the keyboard
* To delete a table
* To save a table
* To close a table

**DEFINE KEYS**

* To define a primary key (automatically when creating a table)
* To define a primary key (manually after a table has been created)
* Index a field without duplications allowed
* Modifying the way a field is indexed

**TABLE DESIGN/LAYOUT**

* To change field format attributes.
* Make sure that your field size attributes are long enough!
* To create a validation rule for a number
* To create a validation rule for text
* To create a validation rule for a date or time
* To create a validation rule for currency
* To change the width of a column
* To move a column(s)

**TABLE RELATIONSHIPS**

* To create a one-to-one relationship between tables
* To create a one-to-many relationship between tables
* To delete a relationship between tables
* To enforce referential integrity

**3. FORMS /WORKING WITH FORMS**

* To open a form
* To add text into headers or footers within a form
* To create a form using the AutoForm Wizard
* The Form Wizard
* To create a form using Form Wizard
* To enter data into a form
* To modify data using a form
* To delete records using a form
* To navigate through a form
* To modify the header or footer text within a form
* To delete a form
* To save a form
* To close a form

**4. RETRIEVE INFORMATION/MAIN OPERATIONS**

* To begin a search
* To search using wildcard characters
* To find a specific value
* To find another occurrence of the same value after you have closed the dialog box
* What is a filter?
* To filter records in a table datasheet by selection
* To filter records in a table datasheet by form
* To apply the filter
* To remove the filter

**QUERIES**

* What are queries?
* To create a query using the Simple Query Wizard
* To select fields which you wish to add to your simple query
* To create a query without the wizard
* To use the query grid
* To run a query
* To search using wildcard characters
* To add criteria to a query
* To remove criteria from a query
* To add a field to a query
* To remove a field from a query
* To move a field in a query
* To hide a field in a query
* To show a field in a query
* To run a query
* To delete a query
* To save a query
* To close a query

**SORT RECORDS**

* Sorting records
* To sort records in a table datasheet
* To sort records in a form or query

**5. REPORTS /WORKING WITH REPORTS**

* Introduction to reports
* To determine the layout of a report
* To create a columnar report using Auto Report Wizard
* To create a tabular report using Auto Report Wizard
* To create a report using Report Wizard
* To select which fields to add to a report
* To add grouping levels to a report
* To sort records within a report
* To determine the style of a report
* To name a report
* To alter the position of fields and headings in a report
* To group information in a report
* To calculate statistics for groups reports
* To add text to a report header or footer
* To modify text within a report header or footer
* To delete a report
* To save a report
* To close a report

**6. PREPARE OUTPUTS /PREPARE TO PRINT**

* To preview a table, form or report, prior to printing
* To change a reports orientation

**PRINT OPTIONS**

* To set what you want to print
* To print a query
* To print a table, query or report to a file

**METHODOLOGY**

**Duration:**

3 day practical sessions

**Assessment:**

Learners will have the option of completing a practical exam and obtain 75% to acquire an internationally recognized certificate.

**TARGET GROUP**

* Any individual who has completed an Ms Access beginner level course or a person that has used either Ms Word, Ms Excel or Ms PowerPoint before.

**BENEFITS**

* Improved efficiency in database tasks