

# Jenny Labbett Computer Services

## *Making the most of Microsoft Office*



### **Access Introduction**

A two-day course.

Pre-requisite for this course: some experience of using Word or Excel.

<b>DAY ONE</b>	<p>What is a database? Whether to use Access or Excel Some definitions: table, form, query, report, macro Opening a new database Creating a table</p> <ul style="list-style-type: none"><li>• adding fields</li><li>• data types and field properties</li><li>• creating a primary key</li></ul> <p>Creating a form</p> <ul style="list-style-type: none"><li>• using AutoForm to generate a form automatically</li><li>• adding a combo box (a drop down list)</li><li>• changing the tab order of a form</li><li>• customising a form</li></ul> <p>Creating a query</p> <ul style="list-style-type: none"><li>• based on a single table</li><li>• based on more than one table</li><li>• creating relationships between tables</li><li>• using calculations in a query</li><li>• setting up a parameter query</li></ul>
<b>DAY TWO</b>	<p>Creating a report</p> <ul style="list-style-type: none"><li>• using AutoReport to generate a report automatically</li><li>• customising a report</li><li>• printing a report</li></ul> <p>Running a report from a customised form</p> <ul style="list-style-type: none"><li>• creating a form in Design View</li><li>• using a combo box in a form to enter the data for a parameter query</li><li>• adding a command button to the form</li></ul> <p>Compacting a database</p>