
Basic Microsoft Access – Using databases

Description: The course is dedicated to those whose tasks include using big data collections. The necessity to search and store big collections of information requires application of specialist programs such as Microsoft Access, which guarantee efficient, safe and easy access to the data collection.

Duration: 16 hours

Initial requirements: Basis ability to use a computer using the Windows operating system.

For whom: The course is useful for employees of the following departments: sales, marketing and logistics. Everywhere, where there is the necessity to process and analyse big data collections. The ability to use and design easy databases will bring measurable benefits.

Module: Tables – Basics (MSAC01)

- 1) **Formatting**
 - a. Front
 - b. Column width
 - c. Row height
- 2) **Hiding columns**
- 3) **Blocking columns**
- 4) **Printing tables**
- 5) **Table design**
 - a. Data types
 - b. Basic formats
 - c. Input mask – creator
 - d. Features – Required and Indexed
 - e. Defining primary key
- 6) **Creating tables – data sheet**
- 7) **Table creator**

Module: Queries - basis (MSAC02)

- 1) **Types of queries - theory**
 - a. Selecting
 - b. Cross
 - c. Creating tables
 - d. Updating
 - e. Inserting
 - f. Deleting
- 2) **Advanced filter**

- 3) Creating selecting query**
 - a. Selecting specific information from the table
 - b. Sorting data in a query
 - c. Grouping data
 - d. Calculated fields
 - e. Query parameters
 - f. Data sheet from several tables

- 4) Creating a cross query**

Module: Relationship (MSAC03)

- 1) Definition of relationship**
 - a. Parent and child table
 - b. Primary key
 - c. Foreign key

- 2) Creating relationship**
 - a. Using relationship view
 - b. Table creator
 - c. Referential integrity

Module: Importing and exporting data (MSAC04)

- 1) Collecting data from files of different formats**
 - a. Excel program files
 - b. Text files

- 2) Creating a new table based on imported data**

- 3) Adding data to an existing table**

- 4) Importing data and objects from other databases of Access program**

- 5) Exporting table contents to text files and Excel sheet**

- 6) Exporting query results to text files and Excel sheets**

Module: Preparing simples reports (MSAC05)

- 1) Creating a report using creator**
 - a. Tabular
 - b. Column
 - c. Mail labels

- 2) Report editing**
 - a. Report page
 - b. Sections: report header, page header, details
 - c. Field formatting