

Access overview

- General database concepts
- Using the database window

Database design

- Understanding fields, records and tables
- Understanding table relationships
- Basics of good database design
- Introducing normalisation
- Applying referential integrity

Tables

- Opening and closing a table
- Understanding fields and records
- Using design view vs datasheet view
- Moving around a table
- Adding a new record
- Creating a new table
- Table structures
- Naming conventions
- Field names and descriptions
- Setting and changing the primary key

Queries

- Using basic queries to filter data
- Creating and editing a Select query
- Working with criteria
- Using query functions
- Creating calculated fields
- Introducing make-table and update queries

Field properties

- Data types
- Formatting data
- Input masks
- Validating data
- Using the lookup wizard
- Shortcut keys for data entry
- Sorting, filtering and finding records
- Changing the order and width of columns
- Freezing and hiding columns
- Printing data

Forms

- The purpose of forms
- Opening and closing a form
- Moving between fields in a form
- Browsing existing records using forms
- Form design
- Adding a new record
- Creating a new form using the wizard
- Finding records in a form
- Using the form toolbox
- Selecting, moving, resizing and aligning controls
- Moving labels and controls
- Setting colours
- Changing the tab order

Reports

- Opening, previewing, printing and closing reports