

Access Level 1 & 2

Length/CPE Hours

14 hours (2 days)

Class Time

Day 1: 8:30 a.m. – 4:15 p.m. Central Time

Day 2: 8:30 a.m. – 4:15 p.m. Central Time

45-minute lunch break and a 15-minute morning and afternoon break.

Course Description

This class is designed for the beginner to intermediate Access user who wants to expand their knowledge of Access. In this class we will learn about relational databases. We will look at how to create and relate tables, build simple and advanced queries and how to create basic forms and reports. In the class you will learn:

INTRODUCTION TO RELATIONAL DATABASES

- Relational Databases vs Flat Databases
- Overview of Access Objects – Tables, Queries, Forms & Reports
- Understanding Data Types
- Building Tables
- Table Relationships
- Working with Field Properties
- Use the Lookup Wizard
- Navigating Datasheet and Design View
- Adding, Deleting and Rearranging Fields in a Table
- Working with a Primary Key
- Importing for other Access Databases
- Create a Basic Form

DATABASE BASICS

- Entering and Saving Data
- Finding Data
- Undo Changes
- Sort & Filter Records

- Move & Copy Data

QUERIES

- Create and Save a Basic Query
- Navigate the Query Views
- Work with the Parts of the Design Grid
- Using Comparison and Wildcard Operators
- Working with AND and OR Conditions
- Performing Calculations in Query
- Using Expression Builder
- Working with Parameter Queries
- Creating Action Queries
- Appending Data
- Introduction to SQL
- Working with Crosstab Queries
- Create Union Queries
- Find Duplicates

IMPORTING, REPORTS & FORMS

- Importing and exporting to Excel, Access, CSV and Sources
- Creating & Modifying Basic Reports
- Creating & Modifying Basic Forms

Who Should Attend?

Beginning and Intermediate Access users who would like to expand their knowledge of Microsoft Access.

Prerequisites

Basic Computer Knowledge.

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.

Note

Cloud Training Services partners with other training vendors such as Odessa College and New Mexico Junior College and has no control over payment and registration process. When the registration fees are paid to another agency or vendor, the cancellation and refund policy will be those of that agency or vendor.