



**Course Content**  
**Access Basic**  
**Duration: 1 Day**  
Unit Standard 116936

# Overview

## **STARTING MS ACCESS**

- Exploring the Access Window - Title, Menu, Standard, Status Bars

## **MENU SYSTEMS & TOOLBARS**

- Accessing Drop Down Menus, Removing Drop Down Menus, Accessing a Toolbar, Un-docking or Docking a Toolbar, Exploring the Access Toolbar

## **DIFFERENT VIEWS TO THE SCREEN**

### **CREATING A DATABASE**

- Data Type
- Moving around in the Table, in-putting data into a table
- The Table Toolbar, Datasheet View, Design View

### **THE UN-DO FUNCTION**

### **CREATING A TABLE USING THE WIZARD**

## **EDITING TABLES**

- Sizing the Columns and Rows, Inserting Rows & Columns, Deleting Columns & Rows
- Renaming a Field, Sorting Data
- Filtering Data, by Form, By Selections, ex- cluding Selection, Filtering using the Toolbar Icons.

## **VIEWING YOUR DATA BEFORE PRINTING**

## **SETTING YOUR MARGINS AND CHANGING**

### **PAGE SETUP**

### **PRINTING A DOCUMENT**

## **EDITING TOOLS**

- Formatting Text, Cells, Using your Format- ting Toolbar
- Freeze columns, Moving & Copying Text, Using the Spell Checker, Autocorrect
- Switching between open Tables, Hide and Unhide columns
- Finding information, Replacing Text, Go to Function

## **FIELD PROPERTIES**

- Field Size
- Format number, date/time, Text
- Decimal Places, Input Mask, Caption, De- fault Value, Validation Rule, Validation Text, Required, Allow Zero Length, Indexed

## **USING THE DATASHEET VIEW LINKING TABLES**

## **UNDERSTANDING TABLE RELATIONSHIPS**

- Primary Key, Types of Relationships, Basic Rules, Deleting a Relationship

## **FORMS**

- Using the Wizard, AutoForm, Design View, Changing Attributes, Format Painter

## **QUERIES**

- Query Wizard, Design View – list of Criteria Operators, Running your query

## **REPORTS**

- Using the Wizard and AutoReport

## **CREATING A DATABASE USING THE WIZARD**

## **ASCII CODES**

## **CHANGING THE DATE SETTINGS TO Y2K**

## **THE ABOVE COURSE IS COMPILED FOR INDIVIDUALS WITH:**

Keyboard Skills, Introduction to PCs, Windows Basic, Windows Intermediate, Word Basic and Excel Basic





**Course Content**  
**Access Basic**  
**Duration: 2 Days**  
Unit Standard 116936

# Overview

## **STARTING MS ACCESS**

- Exploring the Access Window - Title, Menu, Standard, Status Bars

## **MENU SYSTEMS & TOOLBARS**

- Accessing Drop Down Menus, Removing Drop Down Menus, Accessing a Toolbar, Un-docking or Docking a Toolbar, Exploring the Access Toolbar

## **DIFFERENT VIEWS TO THE SCREEN**

### **CREATING A DATABASE**

- Data Type
- Moving around in the Table, in-putting data into a table
- The Table Toolbar, Datasheet View, Design View

### **THE UN-DO FUNCTION**

### **CREATING A TABLE USING THE WIZARD**

## **EDITING TABLES**

- Sizing the Columns and Rows, Inserting Rows & Columns, Deleting Columns & Rows
- Renaming a Field, Sorting Data
- Filtering Data, by Form, By Selections, ex- cluding Selection, Filtering using the Toolbar Icons.

## **VIEWING YOUR DATA BEFORE PRINTING**

## **SETTING YOUR MARGINS AND CHANGING**

### **PAGE SETUP**

### **PRINTING A DOCUMENT**

## **EDITING TOOLS**

- Formatting Text, Cells, Using your Format- ting Toolbar
- Freeze columns, Moving & Copying Text, Using the Spell Checker, Autocorrect
- Switching between open Tables, Hide and Unhide columns
- Finding information, Replacing Text, Go to Function

## FIELD PROPERTIES

- Field Size
- Format number, date/time, Text
- Decimal Places, Input Mask, Caption, De- fault Value, Validation Rule, Validation Text, Required, Allow Zero Length, Indexed

## USING THE DATASHEET VIEW LINKING TABLES

## UNDERSTANDING TABLE RELATIONSHIPS

- Primary Key, Types of Relationships, Basic Rules, Deleting a Relationship

## FORMS

- Using the Wizard, AutoForm, Design View, Changing Attributes, Format Painter

## QUERIES

- Query Wizard, Design View – list of Criteria Operators, Running your query

## REPORTS

- Using the Wizard and AutoReport

## CREATING A DATABASE USING THE WIZARD

## ASCII CODES

## CHANGING THE DATE SETTINGS TO Y2K

## THE ABOVE COURSE IS COMPILED FOR INDIVIDUALS WITH:

Keyboard Skills, Introduction to PCs, Windows Basic, Windows Intermediate, Word Basic and Excel Basic

