

# Microsoft Access XP Fundamentals

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## Overview

The skills and knowledge acquired in Microsoft Access XP Fundamentals are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Access XP Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Access XP Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Access XP Fundamentals you should be able to:

- start and exit from Access and understand what a database object is
- understand some elementary database theory.
- design and create a new database file in Access
- make changes to data in a table
- format data in tables
- sort and filter data in a table
- use a range of data validation techniques to protect data integrity
- preview and print a range of objects
- create and use queries to locate and display data
- work with forms
- create reports in Access
- design relational databases
- create relational databases
- set table relationships in a database
- add records to a relational database

**Course Duration is 2 Days**

**Course Code: A4M1**

## Topics

### Access XP Orientation

Starting Access XP  
 Opening An Existing Database  
 The Access XP Database Screen  
 The Database Window  
 Working With Database Objects  
 Exiting From Access XP

### Database Theory

Understanding Databases  
 How Access Stores Data  
 Spreadsheets Versus Databases

### Creating a New Database

Creating A New Database File  
 How Access Stores Data  
 Access XP Data Types  
 Commonly Used Field Properties  
 Designing A Database Table  
 Creating A New Table  
 Changing Field Properties  
 Adding Records In A Table  
 Adding Records Using An AutoForm  
 Creating A Reusable AutoForm  
 Adding Records Using A Form  
 Assignment – Adding Records  
 Importing Data From Microsoft Excel  
 Closing A Database File

### Managing Table Data

Navigating In A Table  
 Editing A Record  
 Deleting A Record  
 Deleting Several Records  
 Finding And Replacing  
 Undoing An Error  
 Compacting A Database  
 Printing Records

### Formatting Table Data

Changing Column Widths  
 Changing Column Headings  
 Formatting The DataSheet (Table)  
 Changing Fonts  
 Moving Columns  
 Freezing Columns  
 Hiding Columns  
 Unhiding Columns

### Sorting & Filtering Table Data

Simple Sorting  
 Sorting On Several Fields  
 Creating A Simple Filter  
 Clearing A Filter  
 Filtering By Exception  
 Filtering By Form

### Data Validation

Assigning Default Values  
 Marking A Required Field  
 Validation Rules And Text  
 Creating A LookUp Field  
 Working With Validations

### Printing In Access

Previewing Records In A Table  
 Previewing A Form  
 Previewing A Report  
 Changing Report Orientation  
 Changing Report Paper Size  
 Printing The Entire Table  
 Printing A Page Of Table Records  
 Printing Selected Table Records  
 Printing Form Records  
 Printing Specific Pages Of Form Records  
 Printing Specific Form Records  
 Printing Query Output  
 Printing A Report  
 Printing Specific Report Pages

### Select Queries

Select Queries – How They Work  
 Creating A Query Design  
 Different Views Of A Query  
 Working With Fields In A Query  
 Selecting Records Using A Query  
 Clearing All Selection Criteria  
 Examples of Criteria Expressions  
 Assignment – Select Queries  
 Querying Using Wildcards  
 Querying - Problem characters  
 Querying With Logical Operators  
 Saving And Reusing A Query  
 Calculated Fields In A Query  
 Changing Column Headings In A Query  
 Formatting Query fields  
 Queries That Summarise Data  
 Selecting The Entire Field List in a Query

### Working With Forms

Opening A Form  
 Navigating Records In A Form  
 Moving To A Specific Form Record  
 Adding Records In A Form  
 Editing Records In A Form  
 Deleting Records In A Form  
 Sorting Records In A Form  
 Adding Text To Headers And Footers  
 Editing Text In Headers And Footers  
 Filtering In A Form  
 Removing A Filter From A Form  
 Saving Form Changes  
 Closing A Form  
 Deleting A Form

### Reports

Reports - How They Work  
 Creating A New Report Using The Report Wizard  
 Previewing A Report  
 Printing A Report  
 Understanding Report Bands  
 Moving Field Objects On A Report

Formatting A Report  
 Removing Headers And Footers  
 Adding A Header To A Report  
 Formatting Headers In A Report  
 Forcing A New Page  
 Adding A Page Footer To A Report  
 Adding A Report Footer To A Report  
 Formatting Footers In A Report  
 Creating A Grouped Report  
 Creating A Report From A Query

### Database Design

Designing A Relational Database  
 Scoping The System  
 Determining The Inputs  
 Normalising A Table  
 First Normal Form (1NF)  
 Second Normal Form (2NF)  
 Second Normal Form - Case Study  
 Third Normal Form (3NF)

### Creating Relational Databases

Creating A New Database File  
 Access XP Data Types  
 Creating A New Table  
 Changing Field Properties  
 Creating A Table From A Shortcut  
 Creating A Table With Numbers And Currency  
 Assignment - Creating Tables  
 Adding Fields To An Existing Table  
 Delete A Table  
 Saving And Closing Tables  
 Defining A Primary Key  
 Indexing With Duplicates Allowed  
 Indexing Without Duplicates Allowed  
 Changing Number Formats  
 Changing Date Formats

### Setting Table Relationships

Understanding Table Relationships  
 Accessing The Relationships Window  
 Table Joins In The Alpheius Case Study  
 Creating Table Joins  
 Assignment - Creating Relational Joins  
 Editing An Existing Relationship  
 Printing Table Relationships

### Adding Relational Records

Adding Records In A Table  
 Adding Records Using An AutoForm  
 Assignment - Adding Records  
 Data Entry Key Violations  
 Data Integrity Violations