

BEGINNING ACCESS 2007-2010

Price: \$79.99

Course Length: 3.25 hours

ACCESS BASICS:

Create, edit, and save a simple one-table database, complete with forms, queries, and reports. This is an excellent introduction or refresher for anyone who will create or enter data into a simple database.

CREATE & EDIT TABLES:

Use Table View, Design View, and/or Table Templates to create tables. Add, format, move, and delete fields. Work with Primary Key fields. Adjust width of columns, change font/font size of text. Add Default Values (auto-populate fields), Lookup fields (drop-down lists), and Input Masks (example: include parentheses and dashes in a phone number field) to speed up data entry and improve accuracy. Add Validation Rules to protect the integrity of your data and limit mistakes. Import Excel data into an Access table. Link data from an Excel spreadsheet to an Access table so changes made in Excel are reflected in Access table.

CREATE & EDIT FORMS:

Create forms based on existing tables. Enter, edit, and sort data in forms. Change background color of form, move and resize fields, add text labels and graphics.

DATA ENTRY:

Enter, edit, and delete data in forms and tables.

SORT AND FILTER DATA:

Use Find & Replace to edit data in table, use Quick Sort to sort data alphabetically (A-to-Z or Z-to-A), use Filter by Selection to locate specific data in tables and forms.

CREATE QUERIES:

Create a number of different Select Queries that will sort and filter data using different criteria such as name, amount, and date. Use multiple criteria to narrow a search, use wildcards, filter data by a range of dates or amounts, etc.

REPORTS:

Use Report Wizard to create professional looking reports based on existing tables and queries. Edit reports in Design View.