

Microsoft Access 97

Course Level	:	Introduction
Course Duration	:	2 days
Prerequisites	:	A working knowledge of Windows 95



▼ Course Content

○ Course Objectives

○ What is a Database?

- What is a Relational Database?

○ Database Terminology

- File Specification
- Field, Record, File
- Field types, lengths
- Tables, Forms
- Reports

○ The Access Screen

- Title Bar
- Menu Bar
- Toolbars
- Scroll Bars
- The Database Window

○ Using Help

- Help Contents
- Search for help
- Wizard
- Cue Cards
- Context Sensitive

○ Creating a database

- Table definition
- Field Properties
- Primary Key

○ Saving a table

- using the menu and mouse
- using the menu and keyboard
- using the Toolbars
- using shortcut keys
- the Save dialog box
- the differences between Save and Save As

○ Files and filenames

- valid and invalid characters
- invalid names

○ Data Entry

- Datasheet View
- Saving data
- Undo
- Copy Data
- Move Data
- Delete Data
- Delete Record
- Formatting Data

○ Modifying Table Structures

- Field Types
- Field Lengths
- Inserting & Deleting Fields

○ Finding Information

- Find
- Find & Replace
- Using Filters

○ Using Forms

- AutoForm
- The Form Wizard

○ Designing Forms

- The Object property Sheet
- The Palette
- The Field List
- The Toolbar
- The Toolbox
- The Forms Designer
- Multi table forms

○ Using Queries

- Criteria
- The Dynaset
- Summarising Data
- Joining tables
- Update Queries

○ Reporting

- Printing Tables
- Printing Forms
- Report Wizard
- Auto report
- Single Column Reports
- Tabular & Group reports
- Report Design

○ Workshop