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# Microsoft Access

## Introduction

**Introduction** Microsoft Access is the world's most popular desktop database program and takes full advantage of the Windows environment.

**Objectives** To be able to plan and build an Access database. This involves creating tables and understanding the data types required, designing forms for browsing and entering data, understanding how to sort and filter specific information, producing screen or printed reports.

**Designed for** New users of Access. Participants should have attended our "Introduction to Windows 95/98/NT" course or attained a similar level of proficiency.

**Duration** Two days

<b>Topics</b>	Introduction	Queries
	Database overview	Select
	Terminology explained	Crosstab
	Access overview	Calculation
	Database Design	Summary
	Database design issues	Parameter
	One-to-many relationships	Forms
	Tables	Creating forms - Form Wizard
	Creating a table	Viewing data
	Table structure – data types	Data entry
	Primary keys	Editing a form design
	Validation rules	Multi-table forms
	Input masks	Graphs & graphics on forms
	Indexing	Reports
	Data Entry	Creating reports - Report Wizard
	Data sheet	Editing a report design
	Forms	Simple listings
	Editing and deleting data	Grouped listings
	Find and replace	Summary Reports
	Sorting records	
Filtering records		
Importing data		

**Follow-up** Microsoft Access Intermediate 1 day course

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**For more information call**

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