Microsoft Access Essentials Training

Duration: **2 Day**

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Overview

This **two-day course** introduces the essential skills required to design and build relational databases using Microsoft Access.

The course begins with database terminology and core concepts, then guides participants through the process of planning a database, creating tables and relationships, and using queries to search and analyse data. Participants also learn how to build forms that make data entry easier and reports that present information in a structured and useful format.

Many modern job roles involve some level of data management. For some professionals, working with data is a primary responsibility, while for others it may form part of everyday activities such as recording sales, entering operational data, or tracking time.

A relational database application such as Microsoft Access can help individuals and organisations collect, organise, and manage large volumes of information efficiently. Access can be used as a personal data management tool or as a platform for building database solutions that support the needs of a team, department, or wider organisation.

Prerequisites

No previous experience with Microsoft Access is required before attending this course.

However, familiarity with list-based tasks in Microsoft Excel, such as sorting and filtering, can be helpful.

This course is suitable for participants using Access 2013, 2016, 2019, 2021, or Microsoft 365.

What You Will Learn

By the end of this course, participants will be able to:

- Identify the main objects within an Access database,
- Plan and build the structure of a database,
- Enter and maintain data,
- Design user-friendly forms for data entry,
- Use queries to search and interrogate database information,
- Produce reports from stored data.

Outline

Module 1 – Introducing Microsoft Access

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- Exploring the Access interface
- Understanding database objects
- Key database terminology

Module 2 – Working with Table Data

- Navigating through table records
- Entering and editing data
- Sorting and filtering records
- Deleting records
- Adding totals to tables

Module 3 – Designing a Database

- Planning and structuring a database
- Naming conventions
- Working with key fields
- Understanding normalisation

Module 4 – Tables

- Creating tables
- Working with Field Properties
- Structuring table data effectively

Module 5 – Relationships

- Understanding database types
- Types of relationships
- Referential Integrity
- Creating table relationships
- Working with Subdatasheets

Module 6 – Queries

- Introduction to queries
- Creating simple queries
- Using wildcards
- Applying multiple criteria
- Sorting query results
- Querying multiple data sources
- Performing calculations in queries
- Creating query-based dropdown lists

Module 7 – Designing Forms

- Understanding why forms are used
- Creating basic forms
- Using the Form Wizard
- Modifying form design
- Working with form controls
- Building forms manually

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Module 8 – Designing Reports

- Understanding the purpose of reports
- Creating simple reports
- Using the Report Wizard
- Modifying report design
- Sorting and grouping data
- Summarising report information