

Microsoft Access – User Essentials

These topics are important if you are working with an Access database that has been set up for you. Any training can be designed to relate to the specific database that you are using. Since a database can be completely customised by the developer it may not be possible to carry out some of the following actions on the given database.

Data in an Access database is stored in **tables** and displayed in a **datasheet** which is just a simple list. Data can also be displayed in **forms** that are customised to display the data in the way that the database developer feels is most useful to the user. Information can be taken from the database using **queries** or **reports**.

- Understand what a database is and have an appreciation of how an Access database is structured.
- Understand the Access window – this may be the standard Database Window or a customised screen set up by the database developer.
- Enter, edit and delete records in a table's datasheet.
- Understanding error messages when entering or editing data.
- Keyboard shortcuts for entering data.
- Navigation and finding records.
- Moving and copying records.
- Customising datasheet layout – hide, freeze, re-size columns.
- Customise the format of a datasheet – font and gridlines.
- Sort records in a datasheet.
- Use filters to select specific records.
- Print a datasheet.
- Understand the relationship between a table and a form.
- Entering and editing data in forms.
- Use Find, Sort and Filters in a form view.
- If a database has data stored in linked tables then use the forms provided to locate and, if necessary, edit this data.
- Understand editing restrictions on a database with data in related tables.
- Create a basic query to list specific information from a single table of data – the importance of testing.
- View a query output and understand the possible implications if data is changed in the query datasheet view.
- Save and print queries.
- Set the order of output and simple record selection criteria for a query.
- Understand the how queries and reports work together to provide information from a database.
- Use the report wizard to define a report based on a table or query – the importance of testing.
- Basic report editing to include additional text information and simple calculations.
- Save, preview and print reports.