

## Course Aims & Objectives

Microsoft Access is a powerful application which allows the user to store and manipulate large amounts of data. At the end of this course you will be able to create a basic database and understand and use Tables, Queries, Forms & Reports within a database.

## Who Should Attend?

This course will start Access from the very start. It is designed for those who have little or no experience of the application. It will cover most of the items that the average user or Access will ever need. Those looking for specific database design and consultancy should consider doing an Advanced level course.

## Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

### Concepts

- Understand the concept of a Database including relational databases and referential integrity.
- Understand concepts such as Primary Key and Index.
- Understand the difference between fields, Records and Tables.

### Tables

- Create and edit a table within a database

### Relationships

- Creating One-To-Many and Many-To-Many relationships

### Queries

- Create a basic query

- Set query criteria
- Create queries from several data tables

### Forms

- Create a basic form for inputting data
- Edit the design of a form
- Format parts of a form
- Search a database using a form
- Print a form

### Reports

- Create a basic report
- Group data within a report
- Format and edit a report

*Notes and exercise files are available online at [www.dti.ie](http://www.dti.ie)  
The notes will cover Access Levels 1 & 2 - Introduction & Intermediate.  
Ongoing email support is offered.*