Microsoft Access Training Course Outline:

Course objectives:

This two-day course is an introduction to databases through Microsoft Access. It is designed for people who are used to managing data in spreadsheets but wish to understand why and how a database will provide a better solution. The course covers the difference between spreadsheets and databases and takes students through the process of creating a database, from design through to data population. In the second part of the course, students learn the fundamentals of the SQL query language and gain a full understanding of how to write queries in Access for retrieving and updating data.

Day One:

- Introduction
    - What is a database?
    - Why use a database?

- Understanding your Data
    - Designing a database
    - Data modelling

- Overview of Access
    - Components
    - Creating a database

- Creating Tables
    - Attributes
    - Datatypes

- Adding/Editing Data
    - Manual editing
    - Importing data

- Filtering/Exporting Tables
    - Filtering/sorting data
    - Exporting data

- Table Relationships
    - Types of relationship
    - Referential Integrity

Day Two:

- SQL the Language
    - Types of queries
    - The SELECT statement

- Query Builder in Access
    - Building queries
    - Expressions

- Multiple-table Queries
    - The JOIN condition
    - Self joins

- Aggregate Queries
    - GROUP BY clause
    - Aggregate functions

- Advanced Topics
    - Database configuration
    - Advanced queries

OR
- Review/Recap of earlier topics
    - Database design
    - Building Databases
    - Populating data
    - Querying techniques