Microsoft Access Workshop

2 Day Guided Intervention

Overview

Database development is quite unlike most other ways you work with computers. Unlike Microsoft Word or Excel, where the approach to working with the application is easy to understand, good database development requires prior knowledge. A beginning user opening Access for the first time likely has no idea where to start. Although the opening user interface helps you create your first database, from that point on, you're pretty much on your own. Unlike Word or Excel, you can't just start typing things in at the keyboard and see any results.

Objective:

Typically it is used by individuals/small companies/departments for storing, manipulating, and reporting on "stuff". Anything from a Sales-Lead/Contact DB to a Productivity Tracking DB. We use it for customized reporting off an Oracle Data-Warehouse. Its interface allows us to build and automate Queries and Reports quickly (days from Start to QA to Deliverable, as opposed to weeks or months required to have something mapped out, developed, and written into the Oracle code).

Target Audience

All the people who works, want to handle the Database Management.

Methodology:

- LCD presentation of the concepts with examples and lecture
- Exercise based notes will be provided.
- Interaction with some live examples
- Immediate practice of all the features

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com

Page 1 of 5

Microsoft Access Workshop

2 Day Guided Intervention

Content Outline:

1. **Getting Started with Access**
   - Creating & Opening a Database
   - Converting an Existing Database
   - Saving a Database with Different Formats

2. **Touring Access Databases**
   - Opening a Sample Database
   - Touring Table, Form, Query, Report
   - Switching Views
   - Changing Database Display Options

3. **Planning and Creating a Custom Database**
   - Creating Tables in a Database
   - Importing Data into Tables
   - Linking to Data in Tables
   - Working with Table Records, Design View
   - Specifying a Primary Key in Design View
   - Planning & Defining Table Relationships
   - Ensuring Referential Integrity
   - Identifying & Modifying Object Dependencies

4. **Working with Fields**
   - Specifying Data Types and Field Properties
   - Viewing, Changing & Updating Field Properties
   - Formatting Text Values, Memo Text with Rich Text, Date and Time Values, Number and Currency Values
   - Performing a Total Calculation
   - Creating Input Masks & Indexed Fields
   - Specifying Required Fields and Default Values
   - Adding a Caption to a Field
   - Validating Field Values
   - Creating a Lookup Field & Properties

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com

Page 2 of 5

5. **Working with Tables**
   - ➢ Working with Tables
   - ➢ Managing Linked Tables
   - ➢ Formatting a Datasheet
   - ➢ Sorting Records & Filtering Out Records
   - ➢ Creating Complex Filters Using Forms

6. **Locating Specific Information Using a Query**
   - ➢ Understanding Types of Queries
   - ➢ Creating a Query in Design View & Wizard
   - ➢ Getting Information with a Query
   - ➢ Modifying a Query in Design View
   - ➢ Specifying Criteria for a Single Field & Multiple Fields
   - ➢ Creating Queries with Comparison and Logical Operators
   - ➢ Performing Calculations in Queries
   - ➢ Creating a Parameter Query
   - ➢ Adding, Deleting & Updating Records with a Query
   - ➢ Summarizing Values with Crosstab Query

7. **Simplifying Data Entry with Forms**
   - ➢ Creating Forms
   - ➢ Working with Form Controls
   - ➢ Creating a Form Using the Form Wizard
   - ➢ Working with a Form in Layout View & Design View

8. **Creating Reports to Convey Information**
   - ➢ Exploring Different Ways to Create a Report
   - ➢ Creating a Report & Mailing Labels
   - ➢ Using Sections in Design View
   - ➢ Working with Controls
   - ➢ Creating and Modifying a Report in Design View
   - ➢ Using Buttons and Controls
   - ➢ Performing Calculations in Reports
   - ➢ Grouping and Sorting in Reports
   - ➢ Inserting a Header or Footer

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com

Page 3 of 5

9. **Improving the Appearance of Forms and Reports**
   - Auto Formatting a Form or Report
   - Formatting a Form or Report
   - Applying Special Effects to Controls
   - Applying Conditional Formatting
   - Creating a Tabular or Stacked Layout
   - Inserting a New Object, an Object from a File, a Picture, Excel Charts and Worksheets & a Graph Chart

10. **Importing and Exporting Information**
    - Importing and Linking Data
    - Saving Import and Export Settings
    - Importing or Linking Data from an Access Database, an Excel & a Mail Program

After this training the participants are able to

   - Manage Database
   - Creating Access Tables
   - Designing Bulletproof Databases
   - Selecting Data with Queries
   - Using Operators and Expressions
   - Working with Datasheet View
   - Creating Basic Access Forms
   - Working with Data on Access Forms
   - Presenting Data with Access Reports

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com

Page 4 of 5

Microsoft Access Workshop
2 Day Guided Intervention

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.

Follow us on

Let's Stay In Touch Click Here To Subscribe SIEGER TRAINING INDIA Workshop Updates