

Access - Navigating and organizing databases

Duration: 1 day

Audience: Pour tous

Who is this training for?

Any user or database manager

Training objectives

Acquire knowledge of the architecture of an Access database and the role of its components

Summary

This training allows you to understand the architecture of an Access database and to master its essential elements. You will learn how to navigate the interface, organize data, manipulate tables and records, as well as structure a database by applying the principles of design and standardization.

Course outline

Chapter 1 - Identifying Interface Features and Elements

- Introducing and Identifying Access Interface Elements
- Introducing the File Tab (Backstage View)
- Customizing the Quick Access Toolbar
- Customizing the User Interface
- Identifying Objects in a Database
- Moving Through a Data Table
- Identifying Data Types
- Getting Help in Access

Chapter 2 - Formatting a Table Structure

- Manipulating Rows and Columns in a Data Table
- Freeze and Release Columns
- Change the Layout of the Datasheet

- Change the Layout and Print a Data Table

Chapter 3 - Manipulating Records

- Deleting Records
- Finding and Replacing Data in Records
- Sorting and Filtering Records

Chapter 4 - Designing and Normalizing a Database

- Understanding the Steps of Designing a Database
- Understanding the Normalization

Chapter 5 - Establishing Relationships Between Tables

- Understanding the Role of Relationships
- Creating a Relationship Between Two Tables
- Understanding Referential Integrity
- Performing Cascading Operations

Approach and methodology

Introductory and progressive training, combining theoretical lectures, live demonstrations and guided practical exercises. Participants are introduced to the Access interface and immediately apply the basics of navigating, manipulating and organizing data.

Prerequisites

Have completed the training : Access - Data Structuring and Normalization or equivalent content

Recommendations

Basic knowledge of the Windows environment and Microsoft Office tools is recommended.