

MS Access Agenda

Exercise 1	Creating an Access database Creating, naming and saving a database
Exercise 2	Creating tables Creating, naming and saving a table Defining a primary key and indexing fields within a table
Exercise 3	Amending the design of a table Changing the properties for the fields in the table Creating lookup fields
Exercise 4	Creating Tables Creating, naming and saving a table Defining a primary key and indexing fields within a table
Exercise 5	Creating relationships Linking tables
Exercise 6	Entering information into a table Entering information into a table using Datasheet View
Exercise 7	Creating forms Creating simple forms Using the Form Wizard
Exercise 8	Formatting a form Formatting the appearance of a form using the available tools
Exercise 9	Adding a form header and footer Add a header and footer to your form Insert pictures into your form
Exercise 10	Modifying Forms Formatting the form Creating headers and footers
Exercise 11	Creating queries in Design View Creating, saving and executing queries based on one table

Exercise 12	Creating queries in Design View based on two tables Creating, saving and executing queries based on two tables
Exercise 13	Reports Creating various types of reports using basic reports and the report wizard Formatting the appearance of a report using the available tools
Exercise 14	Finding information in a table Locating specific records within a table
Exercise 15	Creating Filters Using a filter in a table's datasheet view
Exercise 16	Sorting information Sorting the information in a table