Microsoft Access 2019 for End Users (ACS19A)

ID ACS19A **Price** 1,490.— €(excl. tax) **Duration** 3 days

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Course Overview

Learn quickly and without ballast how to easily create tables, forms, queries and reports with Access. Supported with easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Access.

As a database user, you will quickly learn to work with tables and forms in Access. Supported by handy sample databases, you will become familiar with the basic aspects of Access, such as entering, sorting, and filtering data, working with relationships and queries, and printing reports. So by the end of the first few chapters, you'll not only understand the basics of working with Access, but also have hands-on experience.

As a database developer, you will gradually learn all the basic Access features that may be of importance in later practice - from planning and creating databases with a view to data types, to creating and editing forms, to creating and editing queries and reports. In this way, you can easily expand your Access skills step by step according to your personal requirements. In addition, "Access 2019 - Basics for Users" also provides you with valuable services time and again as a quick reference book.

- Basics of databases
- Working with tables, forms, queries and reports
- Working with filters
- Relationships between tables
- Create a new database
- Edit database objects
- Manage databases

Tailored to the learning topics in "Access 2019 - Basics for Users," BookPlus gives you a comprehensive, digital media package with sample, exercise, and results files, knowledge tests, supplemental learning content, a glossary, and quick reference guides to key commands.

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Detailed Course Outline

1 Get to know Access

- 1.1 Basic knowledge of databases
- 1.2 Start Access and open database
- 1.3 Access windows at a glance
- 1.4 Using the ribbon
- 1.5 Using Access Help
- 1.6 Closing databases and exiting Access
- 1.7 Exercise

2 Working with databases

- 2.1 Navigation area and start form
- 2.2 Customizing the Navigation Area
- 2.3 Opening and closing objects
- 2.4 Exercise

3 Data entry in forms

- 3.1 Basic knowledge of forms
- 3.2 Basic knowledge of data types
- 3.3 Entering a new data record
- 3.4 Special features of data entry
- 3.5 AutoCorrect function

- 3.6 Spell check
- 3.7 Edit and delete records
- 3.8 Exercise

4 Data entry in tables

- 4.1 Basic knowledge tables
- 4.2 Data input
- 4.3 Edit and delete data
- 4.4 Copy or move data
- 4.5 Change table layout
- 4.6 Evaluating columns with functions
- 4.7 Exercise

5 Search, replace, sort data

- 5.1 Search and replace data
- 5.2 Sorting data records
- 5.3 Exercise

6 Filter data

- 6.1 Basic knowledge of filters
- 6.2 General filters
- 6.3 Deactivate, activate or delete filters
- 6.4 The value list
- 6.5 Selection-based filters
- 6.6 Exercise

7 Working with queries

- 7.1 Basic knowledge of queries
- 7.2 Execute queries
- 7.3 Exercise

8 Relationships between tables

- 8.1 Basic knowledge of relationships
- 8.2 Basic knowledge of primary and foreign keys
- 8.3 Types of relationships
- 8.4 Reference integrity
- 8.5 Display relationships
- 8.6 Dependent data in forms
- 8.7 Dependent data in the data sheet view
- 8.8 Queries over several tables
- 8.9 Display object dependencies
- 8.10 Exercise

9 Print reports and data

- 9.1 Basic knowledge of reports
- 9.2 Open report
- 9.3 Page settings of reports
- 9.4 Print report
- 9.5 Printing tables, queries and forms
- 9.6 Exercise

10 Create new database

- 10.1 Create database in four steps
- 10.2 Simple database planning
- 10.3 Use database template
- 10.4 Creating an empty database
- 10.5 Exercise

11 Create tables

- 11.1 Basic knowledge table creation
- 11.2 Basic knowledge of data types
- 11.3 Creating tables in the data sheet view
- 11.4 Create lookup fields
- 11.5 Edit fields
- 11.6 Exercise

12 Create forms

- 12.1 Basic knowledge of forms
- 12.2 Formular-Assistent
- 12.3 Creating forms automatically
- 12.4 Creating forms manually
- 12.5 Create navigation forms
- 12.6 Exercises

13 Edit forms

- 13.1 Basic knowledge layout view
- 13.2 Control layouts
- 13.3 Changing the size and position of controls
- 13.4 Designing database objects with themes
- 13.5 Formatting controls
- 13.6 Inserting and deleting objects
- 13.7 Exercises

14 Create queries

- 14.1 Apply Selection Query Wizard
- 14.2 Queries in the Design View
- 14.3 Define query criteria
- 14.4 Exercises

15 Create reports and labels

- 15.1 Basic knowledge of reports
- 15.2 Report Wizard
- 15.3 Grouped reports
- 15.4 Summary reports
- 15.5 Basic reports
- 15.6 Creating Empty Reports Manually

- 15.7 Editing reports
- 15.8 Creating labels
- 15.9 Exercises

16 Edit database objects

- 16.1 Rename or delete database objects
- 16.2 Copying and linking database objects
- 16.3 Hiding/showing database objects
- 16.4 Exercise

17 Manage databases

- 17.1 Storage options
- 17.2 Backup database
- 17.3 Encrypt database with password
- 17.4 Database properties

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