

## Course Overview

The purpose of the Microsoft Access Basics training is to equip participants with essential database management skills using Microsoft Access. This course aims to provide a solid foundation in creating and managing databases, enabling individuals to organize data, create forms, generate reports, and perform data analysis efficiently. Whether for personal or professional use, this training empowers individuals to become proficient in managing and utilizing databases effectively.

## Audience Profile

Business Professionals who need to create and manage databases for tracking and reporting. Office Administrators and Data Entry Specialists responsible for maintaining databases. Small Business Owners looking to organize and analyse their business data. Students and Learners interested in acquiring database management skills.

## Certification

Certificate of completion

## Word Intermediate Overview

### Lesson 1: Introduction to Microsoft Access

- What Is Microsoft Access?
- Understanding Databases and Tables
- Navigating the Access Interface
- Creating a New Database

### Lesson 2: Creating Databases and Tables

- Planning Your Database Structure
- Creating Database Tables
- Designing Table Fields and Data Types
- Setting Primary Keys

### Lesson 3: Data Entry and Records

- Entering and Editing Data
- Data Validation and Input Masks
- Data Formatting and AutoCorrect
- Importing and Exporting Data

### Lesson 4: Querying and Sorting Data

- Creating Basic Queries
- Filtering and Sorting Data
- Calculated Fields and Expressions
- Querying Multiple Tables

### Lesson 5: Form Design and Data Entry

- Designing Forms for Data Entry
- Form Controls and Input Validation
- Form Layout and Navigation
- Sub-forms and Tab Controls

### Lesson 6: Reporting and Printing

- Creating Basic Reports
- Customizing Report Layouts
- Grouping and Sorting Report Data
- Printing and Exporting Reports

### Lesson 7: Data Relationships and Joins

- Understanding Relationships
- Creating Table Relationships
- Join Types (Inner, Outer, Self)
- Referential Integrity

### Lesson 8: Data Validation and Constraints

- Setting Field Validation Rules
- Enforcing Data Integrity
- Data Validation and Error Messages
- Using Input Masks

### Lesson 9: Database Design Best Practices

- Normalization and Data Integrity
- Indexing and Performance Optimization
- Database Backup and Recovery
- Database Maintenance

### Lesson 10: Macros and Automation

- Introduction to Macros
- Creating Simple Macros
- Macro Automation and Buttons
- Macro Examples and Use Cases

## Pre-Requisites

### Required:

- Familiarity with a Windows-based computer