

Master Access, level 1 for versions 2016 and 2013



BPC-150 4 Days (28 Hours)

Description

This training will show you how to effectively create and manage a database in Access. After getting to grips with its interface, you will learn how to carry out queries, design forms and reports, as well as export and import data between Access and Excel.

Who is this training for ?

For whom

For all.

Prerequisites

Aucune

Training objectives

- Understand the objects of an Access database
- Create a table and its fields, associate a primary key
- Create forms to improve data entry in a table
- Query and update the data in a table through of queries
- Develop database data restitution reports

Training program

Introduction à la base de données Access

- The vocabulary related to databases.
- The Access start screen.
- The ribbon, the Backstage menu.
- The navigation pane.
- The objects of a database.
- Practical work Open an example database, navigate through the tables and forms.

Création d'une base Access

- Create a database.
- Create the fields.
- Adding a primary key.
- Grasp and move records.
- Sort and filter records.
- Practical work Create a database, a table, name the fields and choose the types.
- Complete a record , master Table, Creation modes.

Relation entre deux tables

- Types of relationships and joins between tables.
- Create a relationship between two tables.
- Practical work Create a relationship between two tables.

Création de requêtes

- Create selection queries with and without criteria.
- Simple calculations and sorting of results.
- Parameterized queries.
- Queries with groupings .
- Cross-analysis queries.
- Action queries.
- Practical work Create selection and action queries, do grouping.

Création de formulaires

- Design mode and Page mode.
- Modify object properties.
- Create a form with subform.
- Embed calculations and statistics.
- Practical work Create a consultation form.

Edition de données grâce à un état

- Create a report using the wizard.
- Change the report formatting and layout.
- Create a report with groupings.
- Integrate calculations and statistics.
- Insert headers and footers.
- Practical work Create a report, use presentation tools, do grouping and simple calculation.

Communication entre Access et d'autres produits

- The External Data tab.
- Import/Export data between Access and Excel.
- Practical work Import/export data between Access and Excel.

Les principaux utilitaires de base de données

- Presentation of the tools.
- Compact a database.
- Protect the database with a password.
- Practical work Compact the database, set a password.

Prise en main de l'écran de travail

- The organization of the ribbon, contextual tabs.
- Presentation of the File menu (Backstage).
- Discovery of intelligent search (version 2016).
- Practical work Create, save a workbook.