

Formation Microsoft Access 2019



BPC-136 3 Days (21 Hours)

Description

During this training, you will be introduced to database management under Access 2019. You will learn how to use the interface, carry out queries, create forms and reports, export and import data between Access and Excel.

Who is this training for ?

For whom

Any public wishing to train in Access 2019

Prerequisites

Know how to use a computer in a basic way (mouse, keyboard) and know the Windows environment

Training objectives

- Understand the relationships between objects in an Access database Create a table and define relationships between tables Create forms Query data with queries Develop database data restitution reports

Training program

Analyser une base de données

- Understand database vocabulary and concepts.
- Prepare to design a database.
- Get to grips with the interface: ribbon, navigation panel.
- Identify the specificities of each version.
- Exercise: Prepare your database on paper.

Créer une base et des tables

- Design and customize the structure of a data table in creation mode.
- Master the main types of fields and their properties: Text, Memo, Numerical, Date/Time, Yes /No...
- Create a calculated field formula.
- Define a primary key.
- Set up the relationships structuring the database.
- Practical work: Create a table from creation mode and an empty database.

Exploiter les données avec des requêtes

- Create simple queries with and without criteria.
- Create parameterized queries.
- Create queries with grouping operations.
- Understand multitable queries and relationships between tables.
- Use mismatch and duplicate selection queries.
- Design calculations in queries, use the Builder expression.
- Practical work: Filter table data, perform statistical calculations and exploit the data.

Saisir les données avec des formulaires.

- Create a form from the wizard.
- Use page mode.
- Ensure the integrity of data entered: exploit the properties of form controls .
- Use drop-down lists.
- Create a form with subform.
- Integrate a calculation.
- Practical work: Create an input form, integrate a subform and calculations.

Éditer les données avec un état

- Create a report with the wizard.
- Use the different report display modes.
- Create a report with groupings in page mode.
- Integrate calculations and statistics.
- Insert headers, footers, control page breaks.
- Visualize your data with graphs.
- Practical work: Create and present a report. Group and calculate.

Maîtriser les utilitaires de base de données

- Compact the database.
- Protect with a password.
- Learn the startup options.
- Create a startup menu. startup and discover macros.
- Communicate with other Office tools.
- Practical work: Finalize the final presentation of your database.