

Workshop Aims:

This course aims to give an overview of databases and in particular the main features of Microsoft Access.

Workshop Program:**TOPIC****9.30 – 10.00*****Introduction to databases***

- What is a database?
- Examples of databases
- Terminology

10.00 – 10.45***Database Concepts***

- Worked example of designing a simple database
- Relational data
- Referential integrity

11.00 – 11.15***Introduction to Microsoft Access***

- Starting Microsoft Access
- Database Objects - Tables, Queries, Forms & Reports

11.15 – 12.30***Tables***

- Creating tables manually & using a wizard
- Key fields
- Adding fields to a table
- Entering data into table using Datasheet view

1.15 – 2.30***Forms***

- Creating forms manually & using a wizard
- Entering data using a form

2.45 – 4.00***Queries***

- What is a query?
- Types of query
- Creating Select queries
- Running Select queries

4.00 – 5.00***Reports***

- Creating reports manually & using a wizard
- Data sources for reports
- Running reports

Target Audience:

This workshop is intended for developers who need a basic knowledge of Microsoft Access & who need to be able to design databases.

Assumed Knowledge:

No prior knowledge of databases or Microsoft Access is assumed for this workshop.