



INTRODUCTION TO MICROSOFT ACCESS

OVERVIEW

This workshop will show participant the basics database tools in MS Access. It suitable for teachers who have no knowledge or very basic knowledge of MS Access.

LANGUAGE

English

TIME

2.00—4.30pm

DURATION

5 hours (2.5 hours per session)

TARGET PARTICIPANT

All teachers

METHODOLOGY

- ◆ Workshop Style
- ◆ Demonstration
- ◆ Practical Activities

LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- Create, Open, and Save Database.
- Understand database structures.
- Assign a data type and an appropriate field size to a field (including: text, alphanumeric, numeric (integer, decimal), date/time, Boolean).
- Create a database from an existing data file
- Define database structures
- Enter different forms of data into a database
- Using query to search for subsets of data
- Produce a report
- Export data and reports for use within another package
- Use formulae within a database
- Sort data within a database

CONTENT

- Understanding database structure
- Creating a database from an existing file
- Entering data
- Performing searches using Query
- Producing reports
- Exporting data
- Using formulae in queries
- Sorting data