Course : Access, getting started

version 2016/2013/2010
Practical course - 3d - 21h00 - Ref. MEY
Price : 1150 € E.T.

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This course introduces you to Access database management. You'll learn how to use the interface, create queries, forms and reports, and export and import data between Access and Excel.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Analyze and understand the relationships between objects in an Access database
- ✓ Create a table and its fields, associate a primary key
- ✓ Defining links between tables
- ✓ Create forms to improve table data entry
- ✓ Querying data with queries
- ✓ Produce reports to display database data

Intended audience
Anyone wishing to learn Access.

Prerequisites
Basic knowledge of the Windows environment.

Practical details

Hands-on work
Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods
Active teaching based on discussion, case studies and training exercises.

Course schedule

PARTICIPANTS
Anyone wishing to learn Access.

PREREQUISITES
Basic knowledge of the Windows environment.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

① Understanding the database

- Database vocabulary and concepts.
- Ribbon. Backstage menu. Navigation pane.
- Database objects.

Hands-on work
Handling the interface.

② Creating a database and tables

- Analyze: create a table.
- Create a database. Add a table.
- Select fields. Add primary key.
- Get to grips with data sheet mode.

Hands-on work
Create a database and tables.

③ Understanding the relationship between tables

- Analyze relationships between tables.
- Implement One-to-Many, Many-to-Many relationships.

Hands-on work
Enrich a relational model.

④ Mastering queries

- Create simple queries with and without criteria.
- Understand multi-table queries and relationships.
- Use mismatch and duplicate selection queries.
- Design calculations in queries.
- Create advanced parameterized queries, with groupings.

Hands-on work
Filter table data, perform statistical calculations and evaluate data.

⑤ Fill in forms

- Create a consultation form with the wizard.
- Discover dual display and tabular mode.
- Modify form object properties.
- Know the creation and page modes.
- Create an advanced form with sub-forms.
- Integrate a calculation.

Hands-on work
Create forms and integrate sub-forms.

6 Editing data with a report

- Create a simple report.
- Improve formatting (fonts, etc.).
- Create an advanced report with groupings.
- Integrate calculations and statistics.
- Insert headers and footers.
- Layout the report.

Hands-on work

Create a report, use presentation tools, perform grouping and simple calculations.

7 Communicating with other products

- Use the External data and relationships tab in Pack Office.
- Export a table/query to Excel.
- Export in PDF format and import in TXT format.

Hands-on work

Import/export data between Access and Excel.

8 Mastering database utilities

- Identify tools. Compact a database.
- Protect with password.

Hands-on work

Compact and protect the base.

Dates and locations

REMOTE CLASS
2026 : 24 June, 7 Oct., 7 Dec.

PARIS LA DÉFENSE
2026 : 24 June, 7 Oct., 7 Dec.