



Microsoft Access 2010 / 2007 for Beginners

Course Duration:

14 Hours / 2 Days

1 Database Concepts

- What is a database?
- What is a relational database?
- What is a table?
- What is a record (row)?
- What is a field (column)?

2 Opening a Database & Security Issues

- Opening a database within your samples folder
- Closing the Access program

3 Tables, Fields and Field Types

- Creating a new blank database
- Adding fields and setting the field type
- About Access Data Types
- Closing and naming a table

4 Table Navigation & Modification

- Opening a table within a database
- Switching between 'Datasheet View' and 'Design View'
- Adding records to a table

5 Field Properties

- Field Properties
- Input Masks

- Validating Numbers
- Field Properties – Reference Materials
- Field Properties – General
- Field Properties – Format
- Field Properties – Input Mask Characters
- Field Properties – Input Mask Examples

6 Manipulating Tables & Records

- Deleting a single record
- Deleting multiple records

7 Primary Keys and Indexing

- Defining a Primary Key
- Indexing - Reference Notes
- Creating a single-field Index
- Creating a multiple-field Index
- Deleting multi-field indexes

8 Filtering

- Text Filters
- Applying a single filter
- Clearing a single filter
- Creating multiple filters
- Clearing multiple filters

9 Sorting

- Sorting Records A-Z
- Removing a sort
- Sorting on multiple fields

10 Searching

- Searching through records

11 Relationships

- Table relationships

- One-to-many relationship
- Many-to-many relationship
- One-to-one relationships
- Creating relationships between tables
- About Referential integrity
- Enabling Referential Integrity
- Cascade options
- Cascade update related fields
- Cascade delete related records

12 Forms

- Forms overview
- Creating forms
- Modifying forms
- Form View
- Deleting records using a form
- Adding records using a form
- Filtering a form
- Removing a filter from a form
- Inserting and modifying a form header

13 Queries

- What are queries?
- Creating a simple query
- Adding (and removing) criteria to a query
- Running a query
- Creating a two table query and sorting the results
- What are Wildcards?

14 Reports

- What are reports?

- Creating a simple report
- Using the Report Wizard
- Modifying the layout of a report
- Adding a logo to a report
- Formatting a form using themes
- Inserting and formatting the date & time
- Adding existing fields to a report
- Totals



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上課時數:

14 小時 / 2 日

1 資料庫概念

- 甚麼是資料庫?
- 甚麼是關聯式資料庫?
- 甚麼是資料表?
- 甚麼是記錄?
- 甚麼是欄位?

2 開啓資料庫

- 在範例檔案中開啓資料庫
- 關閉 Access

3 資料表、欄位與資料類型

- 建立空白資料庫
- 加入欄位及設定資料類型
- Access 的資料類型
- 關閉及為資料表命名

4 資料表導覽與修改

- 在資料庫中開啓資料表
- 切換「資料工作表檢視」或「設計檢視」
- 在資料表中加入新記錄

5 欄位內容

- 欄位內容
- 輸入遮罩
- 數字驗證

- 欄位內容 - 參考資料
- 欄位內容 - 一般
- 欄位內容 - 格式
- 欄位內容 - 輸入遮罩字元
- 欄位內容 - 輸入遮罩範例

6 資料表及記錄操作

- 刪除單條記錄
- 刪除多條記錄

7 主索引鍵及索引

- 定義主索引鍵
- 索引 - 參考資料
- 為單一欄位建立索引
- 為多個欄位建立索引
- 刪除多欄位索引

8 資料篩選

- 文字篩選
- 篩選單一欄位
- 清除單一欄位篩選
- 篩選多個欄位
- 清除多欄位篩選

9 資料排序

- 以 A-Z 排序
- 清除排序
- 排序多個欄位

10 資料搜尋

- 在資料表中搜尋記錄

11 資料表關聯

- 資料表關聯
- 一對多(one-to-many)關聯
- 多對多(many-to-many)關聯

- 一對一(One-to-one) 關聯
- 在資料表之間建立關聯
- 有關參考完整性
- 強逼參考完整性
- 串聯選項
- 串聯更新關聯欄位
- 串聯刪除關聯記錄

12 表單

- 表單概要
- 建立表單
- 修改表單
- 表單檢視模式
- 使用表單刪除記錄
- 使用表單加入記錄
- 表單篩選
- 在表單中清除篩選
- 插入及修改表單首

13 查詢

- 甚麼是查詢?
- 建立查詢
- 為查詢加入或刪除準則
- 執行查詢
- 建立跨資料表查詢及排序結果
- 甚麼是萬用字元 (Wildcards)?

14 報表

- 甚麼是報表?
- 建立簡易報表
- 使用報表精靈
- 修改報表的版面配置
- 為報表加入商標

- 套用報景主題
- 插入及格式化日期與時間
- 加入現有欄位至報表
- 合計