



Overview

This course covers the basics of Microsoft Access. Develop a solid foundation in relational database management concepts and design while learning to use Microsoft Access. Topics include creating a database and defining database objects whether manually or using a wizard, considerations in designing a database, creating, editing and printing tables; and customizing the appearance and design of related tables. Students will create and modify tables, forms, queries and professional looking reports including labels and form letters. Throughout the course, realistic examples are used to emphasize how Access can be used to increase productivity.

Prerequisites

Strong Windows operating system and file management skills

Objectives

- ⊙ Design considerations in creating a database
- ⊙ Create a database manually and using the Database Wizard
- ⊙ Open an existing database and define database objects
- ⊙ Plan and create tables
- ⊙ Edit and print tables and use Word to produce form letters and labels
- ⊙ Customize the appearance and design of a table
- ⊙ Create, manage, and modify table relationships
- ⊙ Create filters and queries
- ⊙ Query records using expressions

Outline

Access Fundamentals

Introducing Access
Obtaining Help
Understanding Database Objects and Data Modeling

Creating Databases

Using the Database Wizard
Creating a Blank Database

Creating Tables

Creating a Table in Design View
Creating a Table in Datasheet View
Using the Table Wizard to Create Tables
Planning for Multiple Tables

Editing and Printing Tables

Adding Records to a Table
Navigating Through a Table
Selecting and Modifying Records
Manipulating Data and Printing Tables

Customizing Tables

Customizing Columns and Rows
Changing the Appearance of Data
Inserting and Deleting Fields
Using the Lookup Wizard
Changing Field Properties

Creating Table Relationships

Introducing Table Relationships
Editing and Deleting Table Relationships

Understanding Referential Integrity

Creating and Customizing Filters and Queries

Working with Filters
Understanding Queries
Creating a Query Using the Simple Query Wizard
Creating a Query in Design View
Customizing a Query

Working with Query Expressions

Using Expressions in a Query
Specifying Multiple Criteria
Creating Calculated Fields
Performing Mathematical Calculations