



Beginning Microsoft Access (1 Day) ST85044

COURSE GOAL: To introduce beginning users to the basic capabilities of Access.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Create a database
- Create tables
- Establish relationships between tables
- Enter records using forms
- Generate reports

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Define Relational Database
<input type="checkbox"/>	<input type="checkbox"/>	Create a database
<input type="checkbox"/>	<input type="checkbox"/>	Modify a database
<input type="checkbox"/>	<input type="checkbox"/>	Add new records
<input type="checkbox"/>	<input type="checkbox"/>	Delete records
<input type="checkbox"/>	<input type="checkbox"/>	Edit Records
<input type="checkbox"/>	<input type="checkbox"/>	Create a Form
<input type="checkbox"/>	<input type="checkbox"/>	Create a Report
<input type="checkbox"/>	<input type="checkbox"/>	Enter Search Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Add Form Fields
<input type="checkbox"/>	<input type="checkbox"/>	Define QBE

If you answered NO to three or more of these questions, you should attend this class.

KEY TOPICS:

I. Introduction to Databases

- A. Data vs. Information
- B. Old Databases and the Leszynski Naming Convention
- C. Database Concepts
- D. Designing a Relational Database

II. Getting Started with Access

- A. Starting and Exiting Access
- B. The Access Screen
- C. The Quick Access Toolbar

III. Creating a Database & Tables

- A. Creating a New Database
- B. Data Types
- C. Creating a Table Using a Template
- D. Creating a Custom Table
- E. Modifying a Table
- F. Setting a Primary Key
- G. Saving & Closing a Table

IV. Relationships

- A. Defining Relationships
- B. Editing Relationships

V. Building a Form

- A. Creating a Form
- B. Modifying a Form Design
- C. Formatting Controls
- D. Adding & Viewing Records with a Form
- E. Finding Data Using Forms
- F. Printing Data from Forms

VI. Queries

- A.** Creating a Query
- B.** Modifying a Query by Setting Criteria
- C.** Calculating with Queries
- D.** Printing the Dynaset

VII. Creating & Using Reports

- A.** Using the Report Wizard
- B.** Creating an Auto Report
- C.** Printing and Saving the Report