



# Beginning Microsoft Access (1 Day)

**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
- Use a database
- Add and Edit records
- List and find database information

**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 and Access**

- A. Data vs. Information
- B. Old Databases and the Leszynski Naming Convention
- C. Database Concepts
- D. How to Create a Relational Database
- E. Starting Access
- F. Using the Ribbon
- G. Getting Help

**II. Creating a Database & Table**

- A. Creating a Database
- B. Creating a Table Using the Table Templates
- C. *Creating a Table Without the Template*
- D. *Setting a Primary Key*
- E. *Saving & Closing a Table*

**III. Relationships**

- A. Defining Relationships
- B. Editing Relationships

**IV. Building a Form**

- A. Using the Form Wizard
- B. Modifying a Form Design
- C. Formatting Controls
- D. Adding & Viewing Records with a Form
- E. Finding Data Using Forms
- F. Printing Data, Saving & Closing Forms

**V. Queries**

- A. Creating a Query
- B. Modifying a Query and Setting a Criteria

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C. Adding Calculating Totals

D. Printing the Dynaset

**VI. Creating & Using Reports**

A. Generating a Report

B. Creating an Auto Report

C. Printing and Saving the  
Report