

### Microsoft ACCESS LEVEL 1

**Prerequisites:** Microsoft Windows XP Fundamentals or Microsoft Windows 2000 Fundamentals; or equivalent experience. **Strongly Recommended:** Basic typing, keyboard, and mouse skills and basic spreadsheet skills

#### Course Objectives

This course is intended for students who wish to learn the basic operations of using a database. This is for the individual who works with tables to create and maintain records, locate records, and produce reports based on the information in the database. It provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities such as creating and maintaining new databases.

- Examine the Access database application
- Manage the data in a database
- Examine existing table relationship
- Query the database
- Design simple forms
- Create and modify Access reports

#### Course Outline

##### Lesson 1: An Overview of Access

- Understand Relational Databases
  - Database Terminology
- Examine the Access Environment
- Open the Database Environment
  - Access Objects
  - Naming Conventions
- Examine an Access Table
  - Table Datasheet View
  - Table Design View

##### Lesson 2: Managing Data

- Examine an Access Form
- Add and Delete Records
- Sort Records
- Display Recordsets
  - Queries
- Update Records
- Run a Report

##### Lesson 3: Establishing Table Relationships

- Identify Table Relationships
- Identify Primary and Foreign Keys in the Relationship Window
  - Primary Keys
  - Foreign Keys
- Work with Subdatasheets
  - Subdatasheets

##### Lesson 4: Querying the Database

- Create a Select Query
- Add Criteria to a Query
  - Comparison Operators
  - Conditional Operators
- Add a Calculated Field to a Query
  - Arithmetic Operators
  - Access Expressions
  - The Expression Builder
- Perform a Calculation on a Record Grouping

##### Lesson 5: Designing Forms

- Examine Form Design Guidelines
  - AutoForms
  - The Form Wizard
- Create a Form Using AutoForm
- Create a Form Using the Form Wizard
- Modify the Design of a Form
  - Controls
  - Selecting Form Controls
  - Sizing Form Controls
  - Aligning and Spacing Form Controls
  - Moving Form Controls

##### Lesson 6: Producing Reports

- Create an AutoReport
  - AutoReport
- Create a Report by Using the Wizard
  - The Report Wizard
- Examine a Report in Design View
  - Report Design View
- Add a Calculated Field to a Report
  - The Toolbox
- Modify the Format Properties of a Control
- AutoFormat a Report
- Adjust the Width of a Report

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