

Access Fundamentals

Course Outline

Course Objective

Businesses and organizations across the globe use Microsoft Access to store and manage their data. In this class students will be introduced to the basis of Access. They will leave class with an understanding of how to create and maintain an Access databases. In the process, students will be introduced to creating Queries, Forms, and Reports.

Agenda

1. What is Access
 - a. The Access environment
 - b. Access objects
 - c. Opening an Access database
 - d. Opening a Table

2. Database fundamentals
 - a. Understanding general database terms
 - b. Relational databases
 - c. Access interface and objects

3. Tables
 - a. Creating tables
4. Creating fields
 - a. Data Validation
 - b. Relationships and keys

6. Queries
 - a. Creating basic queries
 - b. Modifying queries
 - c. Using calculated fields

7. Forms
 - a. Creating simple forms
 - b. Form design
 - c. Form controls

8. Reports
 - a. Creating Reports
 - b. Report controls
 - c. Formatting reports

Course Length: 2 Day

Prerequisite: Windows and Mouse Skills