

Microsoft Access Level 1 – Course Outline

Course Objectives:

To introduce database design concepts. This course offers a grounding in creating the core objects of a database and covers data manipulation and extraction at an introductory level.

Who Should Attend:

People who intend to design databases from scratch or improve existing Access databases.

At the end of this course, you will be able to:

- ✓ Understand the basics of a relational database
- ✓ Cover the basic process of starting Access and creating a database
- ✓ Create tables and add, edit or delete data
- ✓ Add validation to prevent incorrect data from being entered
- ✓ Sort and filter tables
- ✓ Create queries to retrieve specific items from an Access database
- ✓ Create forms to make it easier to view or get the items that you want
- ✓ Create reports to view, format and summarise the information in your database

Course Contents:

Lesson 1: Getting Started with Access Databases

- Identify the Elements of the Access Interface
- Identify the Components of a Database
- Examine the Relational Database Design Process

Lesson 2: Building the Structure of a Database

- Create a New Database
- Create a Table
- Manage Tables
- Establish Table Relationships

Lesson 3: Managing Data in a Table

- Modify Table Data

- Sort and Filter Records
- Work with Subdatasheets

Lesson 4: Querying a Database

- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

- Create a Form
- Modify the Design of a Form
- View and Edit Data Using an Access Form

Lesson 6: Generating Reports

- Create a Report



- Add a Control to a Report
- Format the Controls in a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

Course duration: one day

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