

Course Description: Learn database concepts and terminology, how to navigate an existing database, and the purpose of tables, forms, queries, and reports. Learn to add and edit table data, apply filters & sorts, and include a Total Row. Learn to create tables and how to control the type of data added to them. Learn about Primary Keys and Table Relationships. Learn how to create and use queries, design forms, develop reports, database development principles, relational concepts, and data validation techniques.

Module 1 – Getting Started with Access

- What is a Database?
- Opening and Enabling an Existing Database
- Understanding Database Terminology
- Flat file vs. Relational Databases
- Navigating the Access Work Area
- Understanding Tables
- Using Forms
- Understanding Queries
- Displaying a Report

Module 2 – Working with Access Tables

- Displaying a Table in Datasheet View
- Navigating Table Records
- Adding & Deleting Records
- Changing Record Data
- Undoing Record Changes
- Modifying the Datasheet
- Sorting & Filtering Records
- Adding a Total Row
- Finding and Replacing Table Data
- Using the Search Option

Module 3 – Creating Tables

- Options for Starting a New Database
- Designing a New Table
- Naming Fields
- Understanding Data Types
- Setting and Changing Data Types
- Saving a Table
- Field Indexing
- Defining Primary Keys
- Design View vs Datasheet View
- Adding Records to the New Table
- Adding Attachments to a Record
- Adding New Fields
- Creating a Table by Importing Data

Module 4 – Controlling Information

- Setting the Field Size
- Adding a Field Description
- Adding a Caption
- Identifying Required Values
- Setting Default Values
- Using Validation Rules and Text
- Creating Input Masks

Module 5 – Establishing Table Relationships

- Why Relate Tables?
- Flat vs. Relational Databases
- Types of Table Relationships
- Adding Tables to the Relationships Window
- Establishing Permanent Table Relationships
- Creating a One-to-Many Relationship
- Creating a Many-to-Many Relationship
- Understanding Referential Integrity
- Using a Subdatasheet to View Related Records

Module 6 – Queries

- Designing Queries
- Options for Adding Fields to the Query
- Running Queries
- Understanding Dynasets
- Limiting Records by Setting Criteria
- Setting Criteria for Different Field Data Types
- Finding Blank and Non-Blank Fields
- Using Wildcards in Queries
- Setting AND Conditions, OR Conditions, or Both
- Sorting in Queries
- Creating Multi-Table Queries
- Automatic Linking

Module 7 – Creating Reports

- Creating List Reports
- Understanding Report Views
- Working in Report Design View
- Changing the Report Layout
- Adding Objects
- Sorting Reports
- Customizing the Format
- Creating a Report with Groups and Subtotals
- Filtering Reports

Module 8 – Creating Basic Forms

- Creating a Quick Form
- Creating a Split Form
- Using the Form Wizard
- Working in Form View
- Working in Layout View and Design View
- Changing the Form Title
- Choosing a Form Design