



Computer Consultants Corporation

Microsoft Access

Introduction

Length of course: 2 class days (12 hours)

Objective(s): The student will learn to create a database; add, edit, and delete records; design queries and forms; and create and print reports.

Prerequisites: Introduction to Windows, or equivalent exposure.

Introduction

- Basic Database Concepts
- Planning and Designing a Database
- The Access Environment
- Examining Access Objects
- Accessing On-Line Help

Basic Database File Management

- Creating and Saving a Database
- Opening a Saved Database

Creating a Database Table

- Defining Fields
- Field Data Types and Properties
- Using the Input Mask Wizard
- Indexing Fields in Tables
- Choosing a Primary Key Field
- Using the Table Wizard
- Copying Table Structure and Data

Working with a Database Table

- Navigating in Datasheet View
- Entering and Editing Records
- Saving and Deleting Records
- Adjusting Column Widths
- Formatting the Datasheet
- Previewing and Printing a Table

Searching a Database

- Sorting Records
- Using Find to Locate Records
- Applying/Removing a Filter

Basic Queries

- Understanding Query Types
- Creating and Running Select Queries
- Adding Fields to the Query Design Grid
- Sorting the Query Results
- Using Criteria to Select Records
- AND vs. OR Criteria
- Creating a Calculated Field
- Adding Totals and Grouping
- Using Parameters for User Input
- Query and Field Properties

Basic Forms

- Creating a Form Using AutoForm
- Using a Form to View and Edit Records
- Creating a Form Using the Form Wizard
- Using Design View to Customize a Form
- Inserting Hyperlinks to Other Objects
- Previewing and Printing a Form

Basic Reports

- Using the Report Wizard
- Creating a Report Based on a Query
- Moving and Resizing Report Controls
- Previewing and Printing a Report

Establishing Table Relationships

- Types of Relationships:
 - One to Many
 - One to One
 - Many to Many
- Enforcing Referential Integrity
- Creating Queries on Multiple Tables
- Printing Relationships