

## Course Specifications

Course Length: 1 day  
Prerequisites: Windows, Module I or equivalent knowledge.  
Course Cost: \$160.00

## What's in Access Level I:

Access, Level I, teaches basic database concepts and reviews the features of Access. Students will design databases, work with Access objects, and creates tables. Students will also work with tables and table information, and create and work with select queries. Finally, students will create, use, and enhance forms and reports.

## Course Content

### **Lesson 1:**

#### **Database Introduction**

##### Overview

- What is a Database?
- What is Access?

##### Introducing the Access Window

- Using the Menu Bar
- Using the Toolbars

##### Creating a Database with the Wizard

- Using the Wizard Dialogs
- Using the Switchboard

##### Looking Around Access

##### Using the Database Window

##### Planning a Database

- Determining the Scope of the Project

##### Designing the Table Structure

##### Determining Inputs and Outputs

##### Creating a Database Manually

##### Creating a New Database

### **Lesson 2:**

#### **Creating and Modifying Tables**

##### Creating Tables in Access

##### Creating a Table Using the Wizard

- Entering Data

##### Defining Data Types & Properties

- Changing Views
- Setting Data Types
- Setting Field Properties
- Recognizing 21st Century Dates
- Setting a Primary Key

##### Creating a Table Manually

- Creating a Table in Datasheet View
- Saving a Table
- Creating a Table Using Design View

##### Moving Around in the Table

- Using the Mouse
- Using the Keyboard
- Using the Navigation Buttons

### **Lesson 2: (Continued)**

#### **Creating and Modifying Tables**

##### Restructuring Tables

- Adding a Field
- Modifying a Field
- Deleting a Field
- Changing the Field Order

##### Formatting Tables

- Changing the Column Order
- Freezing Columns
- Changing Column Widths
- Changing Fonts
- Changing Cell Formats

##### Printing and Distributing Tables

- Printing Records
- Saving a Table as a Web Page

### **Lesson 3:**

#### **Data Manipulation**

##### Inserting & Deleting Records

##### Changing Data & Undoing Changes

- Editing Data in Datasheet View
- Undoing Changes

##### Importing and Exporting Data

- Importing Data from Other Applications
- Exporting Data from Other Applications

##### Finding Data

- Exact Matching
- Partial Matching
- Case Sensitive Searching
- Using Wildcard Characters

##### Replacing Data in Multiple Records

##### Sorting Records

- Sorting by a Single Field
- Sorting by More than One Field

##### Filtering Records

- Filter by Selection
- Filter Excluding Selection
- Filter For
- Filter By Form
- Advanced Filter/Sort

## Lesson 4:

### Queries

What is a Query?

Creating a Simple Query

- Creating a Query using the Wizard
- Creating a Query from Scratch
- Saving Queries
- Selecting Specific Fields

Adjusting the Dynaset

- Sorting the Dynaset
- Deleting Fields

Selecting Records

- Using Simple Criteria
- Using Comparison Operators
- Using Wildcard Characters
- Excluding Fields from a Dynaset

Using Multiple Selection Criteria

Using the AND Operator

Using the OR Operator

Using AND & OR Operators in the Same Field

Functions & Calculated Fields

- Using the Date Function
- Calculated Fields
- Changing Field Properties

## Lesson 5:

### Advanced Table Design

Advanced Field Properties

- Using Input Masks
- Using the Input Mask Wizard
- Creating Lookup Fields

Establishing Table Relationships

- Understanding Relationships
- Types of Relationships
- Defining Relationships
- Viewing Related Tables

Using the Table Analyzer

Enforcing Referential Integrity

Database Maintenance

Backing Up and Restoring a Database

Compacting and Repairing a Database

## Lesson 6:

### Forms and Reports

What is a Form or Report?

Creating a Form

- Creating an AutoForm
- Using the Form Wizard
- Switching Views
- Creating a Form Manually

Using Forms

- Moving Within Records
- Moving Between Records
- Entering and Editing Data

Modifying a Form

- Moving and Resizing Fields
- Using Drawing Tools
- Adding and Modifying Text

Calculated Fields

Creating a Report

- Creating an AutoReport
- Using the Report Wizard

Modifying Reports

Creating Mailing Labels

Printing Forms and Reports

- Printing Forms
- Printing Reports

Publishing to the Web

- Exporting to HTML

Data Access Pages