

Access Level I

Students will learn how to create and modify new databases and their various objects.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify the basic components of an Access database.
- Build the Structure of a Database.
- Manage data in tables.
- Query a database.
- Design forms.
- Generate reports.

Course Content

Lesson 1: Getting Started with Access Databases

Topic 1A: Identify the Elements of the Access Interface

Topic 1B: Identify the Components of a Database

Topic 1C: Examine the Relational Database Design Process

Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database

Topic 2B: Create a Table

Topic 2C: Manage Tables

Topic 2D: Establish Table Relationships

Lesson 3: Managing Data in a Table

Topic 3A: Modify Table Data

Topic 3B: Sort and Filter Records

Topic 3C: Work with Subdatasheets

Lesson 4: Querying a Database

Topic 4A: Create a Query

Topic 4B: Add Criteria to a Query

Topic 4C: Add a Calculated Field to a Query

Topic 4D: Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

Topic 5A: Create a Form

Topic 5B: Modify the Design of a Form

Topic 5C: View and Edit Data Using an Access Form

Lesson 6: Generating Reports

Topic 6A: Create a Report

Topic 6B: Add a Control to a Report

Topic 6C: Format the Controls in a Report

Topic 6D: Enhance the Appearance of a Report

Topic 6E: Prepare a Report for Print

Course Length- 1 day (6.5 instructional hours).