

BRIEF DESCRIPTION

This class guides students through basic database skills, including how to design and create a basic database.

PREREQUISITES:

Understanding of the Windows operating environment and keyboard ability.

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Understand Relational Databases
- Create Tables & Queries
- Create and Modify Forms
- Create and Modify Reports
- Modifying the Database Structure

CLASS OUTLINE

Understanding Access Basics:

Database Terminology
Starting Access and Opening a Database
Navigating Records
Entering & Editing Records
Previewing & Printing a Datasheet

Using Tables and Queries:

Creating and Modifying a Table
Formatting a Datasheet
Understanding Sorting, Filtering and Finding
Creating & Modifying a Query

Using Forms:

Creating a Form
Moving and Resizing Controls
Modifying Labels
Using Text Boxes for Calculations
Modifying Tab Orders
Entering, Editing and Printing Records
Inserting an Image

Using Reports:

Creating a Report
Using Group Sections
Changing the Sort Order
Adding a Calculation
Aligning & Formatting Controls
Changing Page Layout

Modifying the Database Structure:

Creating Related Tables
Creating Lookup Fields
Modifying Text Fields
Modifying Number & Currency Fields
Modifying Date/Time Fields
Modifying Field Validation Properties