



Course Description

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access, including the skills necessary to create a new database, construct data tables, design forms, and reports, and create queries.

Learning Objectives

Get Started with Access

- Orientation to Microsoft Access
 - Access vs. Excel
 - Access vs. Other Database Applications
 - The Access Application Window
 - Objects in Access Database
 - Tables
 - Record Navigation Bar
 - Flat vs. Relational Databases
 - Relational Databases
 - Queries
 - Reports
 - The Ribbon
 - File Options and the Backstage View
- Create a Simple Access Database
 - Database Templates
 - Save Options
 - Fields
 - Field Data Types
 - Primary Key
 - Object Naming Conventions
- Get Help and Configure Options in Microsoft Access
 - Access Help
 - Access Options

Query a Database

- Create Basic Queries
 - Query Object Views
 - The Simple Query Wizard
 - Query Wizard Options
 - The Run Command
 - Query Design
- Sort and Filter Data in a Query
 - Query Criteria
 - Wildcards
 - Like Operators
 - Comparison Operators
 - Logical Operators
 - Records Sorting in a Query
 - The Zoom Dialog Box
- Perform Calculations in a Query
 - Calculations in a Query
 - Arithmetic Operators

Generate Reports

- Create a Report
 - Report Creation Tools
 - Report Object Views
 - The Report Wizard
- Add Controls to a Report
 - Report Sections
 - Controls
 - Report Design Tools
- Enhance the Appearance of a Report
 - Galleries
 - Themes
- Prepare a Report for Print
 - Page Setup Options
 - The Print Preview Tab
- Organize Report Information
 - Group, Sort, and Total Pane
 - Group Headers and Footers
 - Field List Pane
- Format Reports
 - The Rich Text Property
 - Report Format Options
 - Report Control Properties
 - Report Pagination
 - Keep Together Property
 - Force New Page Property

Work with Table Data

- Modify Table Data
 - AutoCorrect
 - Commit, Save, and Undo
 - QuickSearch
 - The Find and Replace Dialog Box
 - Datasheet Totals
- Sort and Filter Records
 - The Sort Feature
 - The Filter Feature
 - Filter Commands

Use Forms

- Create Basic Access Forms
 - Methods to Create a Form
 - Form Sections
 - Form Object Views
- Work with Data on Access Forms
 - The Home Tab
 - Form Navigation
 - Form Properties
 - Lookup Fields
 - Relationships View
 - Referential Integrity