

Class Title: Microsoft Access Introduction

Duration: 2 Days

- 1. Getting Started with Access**
 - 1.1. Explore the Work Environment
 - 1.2. Explore and Navigate a Database
 - 1.3. Work with Records in Datasheet View
- 2. Plan and Design Relational Databases**
 - 2.1. Database Design Strategy
 - 2.2. Database Concepts and Terminology
 - 2.3. Conventions for Naming Database Objects
- 3. Work with Tables**
 - 3.1. Creating Tables
 - 3.2. Setting Data Type and Field Properties
 - 3.3. Setting a Primary Key
 - 3.4. Create Lookups
 - 3.5. Set Table Relationships
 - 3.6. Establish Referential Integrity
 - 3.7. Modify Table Design
- 4. Work with Forms**
 - 4.1. Input and Manage Data Using Forms
 - 4.2. Use Auto Forms and the Form Wizard
 - 4.3. Use Form Design View and Layout View
 - 4.4. Format Forms
- 5. Use Queries**
 - 5.1. Build a Query in Design view
 - 5.2. Sort in a Query
 - 5.3. Set Criteria with Wildcard Characters
 - 5.4. Use And, Or, Not and Null Conditions
 - 5.5. Create Calculations
 - 5.6. Use Comparison Operators
 - 5.7. Create Parameter Queries
- 6. Create Reports**
 - 6.1. Create List Reports
 - 6.2. Create Grouping Reports
 - 6.3. Create Calculations in Report