

Microsoft Access – Level 1

Course Objectives

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Access 2002. It is designed for computer users who are new to databases, or who only plan to use Access occasionally. Upon successful completion of this courseware, you should know:

- start and run Access 2002
- use a mouse to select from menus, toolbars, prompts and screens
- create a ready-to-use database with the Database Wizard
- create a blank database from scratch
- create a table from scratch or with a Wizard
- enter and edit data in a table
- sort and filter records in a table
- create and use queries
- establish relationships between tables
- import data into an Access database
- create and use forms
- create and use reports
- maintain and repair Access databases

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Courseware Outline

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

Creating & 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

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

Data Manipulation

Inserting & Deleting Records

Changing Data & Undoing Changes

- Editing Data in Datasheet View
- Undoing Changes

Importing & Exporting Data

- Importing Data from Other Applications
- Exporting Data to 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

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

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

Forms, Reports, and Pages

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