

Microsoft Access Level 1

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Target Student

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

Prerequisites

Participants should be comfortable with using the mouse and keyboard.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Introduction to Databases

What is a Database

Understanding the screen

Database Objects

Fields and Records

Create a Database

Planning a Database

Create a Database

Create a Table in Design View

Add Fields & Data Types

Set a Primary Key

Add Records to a Table

Saving & Using Undo

Table Relationships

Table Relationships

Referential Integrity

Print Relationships

Field Properties

Insert, Delete & Reorder Fields

Field properties

Lookup Fields

Work with Table Data

Table Datasheet Formatting

Enter & Edit Data

Find Data

Sort

Filter

Delete Records

Basic Queries

What is a Query

Create a Query in Design View

Sort

Also Includes

- Reference Material.
- Certificate of completion.