

Module 1 – Getting Started with Microsoft Access

- What is a Database?
- Database Terminology
- Parts of an Access Database
- Flat-file vs. Relational Databases
- Creating Databases
- Opening an Existing Database
- The Access Work Area

Module 2 – Working with Access Tables

- Working with Existing Tables
- Managing Table Records
- Finding and Replacing Table Data
- Filtering Records
- Total Rows

Module 3 – Creating Tables

- Designing a New Table
- Field Names
- Setting Data Types
- Field Indexing
- Defining Primary Keys
- Creating a Table by Importing Data

Module 4 – Controlling Information

- Defining Field Properties
- Using Validation Rules and Text
- Identifying Required Values
- Creating Input Masks

Module 5 – Creating and Validating Forms

- Using AutoForms
- Using the Form Wizard
- Working in Form View
- Working in Layout View and Design View
- Customizing Forms
- Combination Boxes
- Check Boxes
- Option Groups
- Tab Order
- Setting the Editing Mode

Module 6 – Relating Tables

- Why Relate Tables?
- Flat vs. Relational Databases
- Types of Table Relationships
- Using the Relationships Window
- Establishing Permanent Table Relationships

Module 7 – Queries

- What is a Query?
- Creating Queries
- Working in Query Design View
- Understanding Dynasets
- Limiting Records by Setting Criteria
- AND and OR Conditions
- Sorting in Queries
- Creating Multi-Table Queries
- Automatic Linking

Module 8 – Creating Reports

- What is a Report?
- Using the Report Wizard
- Creating List Reports
- Creating a Report with Groups and Subtotals
- Working in Report Design View
- Changing the Report Layout
- Adding Objects
- Sorting Reports
- Customizing the Format