

***Module 1 – Getting Started with Microsoft Access***

- The Access Work Area
- What is a Database?
- Parts of an Access Database
- Flat-file vs. Relational Databases
- Database Terminology
- Working with Access Tables

***Module 2 – Creating Tables***

- Designing a New Table
- Learning about Data Types
- Field Indexing
- Defining Primary Keys
- Finding and Replacing Table Data

***Module 3 – Controlling Information***

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

***Module 4 – Creating and Validating Forms***

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

***Module 5 – Relating Tables***

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

***Module 6 – 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

***Module 7 – 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

***Module 8 – Extra Options***

- Importing Information into Access
- Using Filter by Selection
- Filtering with Forms