

Access 2002: Beginning

Course number: 084400

Course length: 1 day

Course Description

Overview: This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports. Access, like other relational database management systems, is not easy to learn all on your own. There are concepts and theories about relational databases that are essential to working with these data repositories. Even if you will only be using a database created by someone else, understanding how a database is designed and structured will make your work easier and help you troubleshoot any data problems you might encounter. Almost all users of Access need to create queries, forms, or reports, and this course will get you started.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge: *Windows 2000: Introduction*

Delivery Method: Instructor-led.

Benefits: In this course, you will learn the basic skills you need in order to begin designing and creating relational databases with Access. After taking this course, you will be able to go out and build databases that will harness the power of your company's information. You will be able to run queries to find information on the spot and turn raw data into useful, customized forms and reports that will help your business to run more smoothly.

Target student: People who want to gain the skills necessary to use Access to create a database to hold information on a subject and/or the basic skills needed to maintain and report on data in an Access database.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Define the purpose of and terminology associated with a relational database and Access objects.
- Follow the steps required to properly design a database.
- Create tables to hold data and then establish table relationships.
- Modify the design of and work with data in tables.
- Create, modify the design of, and work with select queries.
- Create and modify forms to work with your data.
- Create and modify reports to select, organize, and print data.

Course Content

Lesson 1: Working with a Relational Database

- Topic 1A: Identify Uses of a Relational Database
- Topic 1B: Define Database Terminology
- Topic 1C: Create a New Database Based on a Template
- Topic 1D: Examine the New Database

Lesson 2: Planning a Database

- Topic 2A: Identify Database Purpose
- Topic 2B: Review Existing Data
- Topic 2C: Determine Fields
- Topic 2D: Group Fields into Tables
- Topic 2E: Normalize the Data
- Topic 2F: Designate Primary and Foreign Keys
- Topic 2G: Identify Table Relationships

Lesson 3: Building the Basic Structure

- Topic 3A: Create a Blank Database
- Topic 3B: Create a Table using a Wizard
- Topic 3C: Compare Datasheet and Design View
- Topic 3D: Create Tables in Design View
- Topic 3E: Create Relationships between Tables

Lesson 4: Working with Tables

- Topic 4A: Modify a Table Design
- Topic 4B: Work in Datasheet View
- Topic 4C: Work with Subdatasheets

Lesson 5: Creating and Working with Select Queries

- Topic 5A: Examine a Query
- Topic 5B: Create a Query using a Wizard
- Topic 5C: Work in Query Design View
- Topic 5D: Select Records
- Topic 5E: Edit Values in a Query Datasheet
- Topic 5F: Add a Calculated Field to a Query
- Topic 5G: Perform a Calculation for a Group of Records

Lesson 6: Creating and Using Forms

- Topic 6A: Create AutoForms
- Topic 6B: Create a Form Using a Wizard
- Topic 6C: Modify the Design of the Form
- Topic 6D: Use Forms to Work with Data

Lesson 7: Creating and Using Reports

- Topic 7A: Create an AutoReport
- Topic 7B: Create a Report Using a Wizard
- Topic 7C: Examine a Report in Design View
- Topic 7D: Create a Calculated Field
- Topic 7E: Change the Format of a Control
- Topic 7F: Change the Style of a Report
- Topic 7G: Adjust Report Width