

320 – Introduction to Access

Learn the basics about this powerful database application. The class will cover the skills necessary to get started creating databases and working with data, creating queries, forms, and reports, and integrating Access with other applications.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- design a simple database.
- build a new database with related tables.
- manage data in a table.
- query a database using different methods.
- design forms.
- generate reports.
- modify the design and field properties of a table to streamline data entry and maintain data integrity.
- retrieve data from tables using joins.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

Course Content

Lesson 1: Exploring the Microsoft® Office Access™ 2007 Environment

Topic 1A: Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Use an Existing Access Database

Topic 1D: Customize the Access Environment

Topic 1E: Obtain Help

Lesson 2: Designing a Database

Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic 2D: Determine Fields

Topic 2E: Group Fields into Tables

Topic 2F: Normalize Data

Topic 2G: Designate Primary and Foreign Keys

Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

Topic 3A: Create a New Database

Topic 3B: Create a Table

Topic 3C: Manage Tables

Topic 3D: Create a Table Relationship

Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

Topic 4A: Modify Table Data

Topic 4B: Sort Records

Topic 4C: Work with Subdatasheets

Lesson 5: Querying a Database

Topic 5A: Filter Records

Topic 5B: Create a Query

Topic 5C: Add Criteria to a Query

Topic 5D: Add a Calculated Field to a Query

Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

Topic 6A: View Data Using an Access Form

Topic 6B: Create a Form

Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Add a Custom Calculated Field to a Report

Topic 7D: Format the Controls in a Report

Topic 7E: Apply an AutoFormat Style to a Report

Topic 7F: Prepare a Report for Print

Lesson 8: Controlling Data Entry

Topic 8A: Restrict Data Entry Using Field Properties

Topic 8B: Establish a Pattern for Entering Field Values

Topic 8C: Create a List of Values for a Field

Lesson 9: Joining Tables

Topic 9A: Create Query Joins

Topic 9B: Join Unrelated Tables

Topic 9C: Relate Data Within a Table

Lesson 10: Creating Flexible Queries

Topic 10A: Set Select Query Properties

Topic 10B: Create Parameter Queries

Topic 10C: Create Action Queries

Lesson 11: Improving Forms

Topic 11A: Design a Form Layout

Topic 11B: Enhance the Appearance of a Form

Topic 11C: Restrict Data Entry in Forms

Topic 11D: Add a Command Button to a Form

Topic 11E: Create a Subform

Lesson 12: Customizing Reports

Topic 12A: Organize Report Information

Topic 12B: Format the Report

Topic 12C: Set Report Control Properties

Topic 12D: Control Report Pagination

Topic 12E: Summarize Report Information
Topic 12F: Add a Subreport to an Existing Report
Topic 12G: Create a Mailing Label Report

Lesson 13: Sharing Data Across Applications

Topic 13A: Import Data into Access
Topic 13B: Export Data
Topic 13C: Analyze Access Data in Excel
Topic 13D: Export Data to a Text File
Topic 13E: Merge Access Data with a Word Document