



Software Learning Centers
1645 SE. Port St. Lucie Blvd
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Access 2002 Introduction: Level 1

Course Specifications

Course number: 084400
Software: A complete installation of Microsoft Office XP Professional.
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 students need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.

Prerequisites: *Windows 2000: Introduction*

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objective: Students will practice the critical skills necessary to create a database and enter, find, edit, and report on the data it contains.

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

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.

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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 Views
- 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

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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

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