



MS Access

Level 1

Course Outline

YOUR PARTNER IN EXCELLENCE



Lesson 1 – Access Basics

- ❖ Understanding Databases
- ❖ Using database templates
- ❖ Open an existing database
- ❖ The access environment
- ❖ A look at tables
- ❖ A look at queries
- ❖ A look at reports
- ❖ A look at reports
- ❖ Creating a blank database
- ❖ Setting access options
- ❖ Using help

Lesson 2 – Working with tables

- ❖ Creating a table using application parts
- ❖ Entering data into a table
- ❖ Adding new fields to a table
- ❖ Creating a table from a scratch
- ❖ Setting a primary key
- ❖ Changing column width and row height
- ❖ Rearranging fields
- ❖ Inserting and deleting fields
- ❖ Changing field properties
- ❖ Designing in datasheet view

Lesson 3 - Working with data

- ❖ Editing data
- ❖ Formatting table data
- ❖ Importing excel data into an existing table
- ❖ Importing a text file into a new table
- ❖ Selecting and deleting records
- ❖ Sorting records
- ❖ Finding and replacing data
- ❖ Filtering data by selection
- ❖ Filtering data by form
- ❖ Using common filters
- ❖ Hiding/un-hiding columns
- ❖ Freezing columns
- ❖ Rearranging columns
- ❖ Displaying column totals in a datasheet

Lesson 4 - Working with queries

- ❖ Working in query design view
- ❖ Creating a query in design view
- ❖ Adding fields to a query
- ❖ Removing fields to a query
- ❖ Saving a query
- ❖ Running a query
- ❖ Adding criteria to a query
- ❖ Specifying multiple criteria
- ❖ Sorting data in a query
- ❖ Moving columns in a query
- ❖ Using the query wizard

Lesson 5 - Creating Forms

- ❖ Using the form wizard
- ❖ Entering data into a form
- ❖ A look at design view
- ❖ Adding a field to a form
- ❖ Changing control properties
- ❖ Using layout views
- ❖ Finding records in a form

Lesson summary - creating form

Lesson 6

- ❖ Creating a basic report
- ❖ Applying a theme to a report
- ❖ Using the report wizard
- ❖ Report view and layout view
- ❖ A look at design view
- ❖ Modifying report setup
- ❖ Printing reports
- ❖ Using the label wizard