

Introduction to Microsoft Access

COURSE DESCRIPTION

This hands-on course introduces the basic features of Microsoft Access and important database concepts needed to design and create Access databases for use in business and industry. Topics covered in the course include exploring Access and its major components; creating, revising, and maintaining databases; creating and using forms and queries; creating and printing customized reports; as well as importing data.

COURSE OBJECTIVES

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

1. Understand the basic functions of relational databases
2. Open, save, and enable content in an Access database
3. Identify and use database object types
4. Use critical thinking skills to design and create original business-related Access databases
5. Modify database in table datasheet view
6. Create and use queries
7. Create and use forms
8. Create and print customized reports

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Exploring Access and Its Major Components

- Understanding the relationship between Access and Excel
- Understanding basic relational database terminology
- Identifying Database Object Types
 - Tables
 - Queries
 - Forms
- Identifying the components of the Access window
- Navigating through an Access database
- Opening and closing Access databases
- Getting help

Creating and Modifying Databases

- Creating a blank database
 - Creating and naming tables and fields
 - Determining the primary key
 - Determining data types for the fields
- Viewing the table in Design View
- Modifying the table structure
- Adding records to a table
- Navigating through table records
- Modifying records in a table
- Deleting records in a table
- Saving a table
- Previewing and printing the contents of a table

Importing Microsoft Excel Worksheets to Access

- Using the Import Spreadsheet Wizard to import an Excel worksheet into an Access database
- Modifying imported Excel data

Creating and Using Simple Queries

- Using the Simple Query Wizard to create a query
- Using queries
- Using a criterion in a query
- Printing the results of a query

Creating and Using Basic Forms

- Using the Form button to create a form
- Using a form

Creating, Revising, and Printing Reports

- Creating a report containing all fields
- Viewing a report using:
 - Report view
 - Print Preview
 - Layout view
 - Design view
- Modifying report column headings and resizing columns
- Adding totals to a report
- Adding new fields to an existing report
- Printing a report

Maintaining Access Databases

- Backing up and recovering databases
- Compacting and repairing a database
- Saving a database with another name
- Specifying validation rules, default values, and formulas
- Creating and using single-value lookup fields
- Creating and using multivalued lookup fields
- Specifying referential integrity