

COURSE DESCRIPTION

INTRODUCTION

MICROSOFT ACCESS

Course Description

This course teaches students to understand and use the features of Microsoft Access. It is designed for new users.

Course Objectives

After completing this course, you should be able to:

- Introduction to databases
- An overview of Access objects
- Creating a table: Creating and saving a table design, Using the Table Wizard to create a table
- Modifying a table: Adding records, Modifying a table design
- Managing records in a table: Finding and editing records
Deleting, adding, and copying records and values
- Using Select queries
- Using Calculations in queries
- Creating and using forms: An orientation to forms
Using Form Wizards
Modifying the form design
Using a form to sort and filter records
- Creating and using reports: An orientation to reports
Using Report Wizards
Creating a report with groups and totals with Report Wizards
- Creating a database and copying objects

Skills to be Learned

Creating and maintaining a database

Creating and maintaining a table

Creating and maintaining queries

Creating and using forms and Form Wizards

Working with reports and Report Wizards

Creating a database and copying objects