

Access: Level 1

Course Description

This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.

Course Content

Lesson 1: Working with a Relational Database

Topic 1A: Identify Uses of a Relational Database
Topic 1B: Define Database Terminology
Topic 1C: 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 & Working with 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: Calculation for a Group of Records

Lesson 6: Creating & 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 & Using Reports

Topic 7A: Create an AutoReport
Topic 7B: Create a Report Using a Wizard
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

Access: Level 2

Course Description

As you begin this course, you should have the basic skills you need to design and create relational databases with Access. You will have a handle on many intermediate-level skills, particularly those related to creating more complex queries, customizing your forms and reports, and broadening the availability of your data.

Course Content

Lesson 1: Managing a Database & Data

Topic 1A: Import Data
Topic 1B: Maintain Record Integrity
Topic 1C: Exporting Data
Topic 1D: Documenting Table Relationships

Lesson 2: Controlling Data Entry

Topic 2A: Make Data Entry More Accurate
Topic 2B: Make Data Entry More Efficient
Topic 2C: Facilitate Data Entry

Lesson 3: Finding & Joining Data

Topic 3A: Find Data with Filters
Topic 3B: Get Correct Data with Query Joins
Topic 3C: Building Bridges Between the Data
Topic 3D: Relating Data within a Table

Lesson 4: Creating Flexible Queries

Topic 4A: Summarizing Data with Queries
Topic 4B: Enter Criteria on the Fly
Topic 4C: Maintain Data with Queries

Lesson 5: Improving Your Forms

Topic 5A: Enhance the Appearance of a Form
Topic 5B: Enhance the Usability of a Form
Topic 5C: Make Your Forms More Professional
Topic 5D: Form Data from Multiple Tables

Lesson 6: Customizing Your Reports

Topic 6A: Organize Report Information
Topic 6B: Enhancing Data Layout
Topic 6C: Working with Report Pagination
Topic 6D: Summarizing Information
Topic 6E: Add a Subreport to an Existing Report
Topic 6F: Creating Mailing Labels

Lesson 7: Making Data Available on Web

Topic 7A: Create a Data Access Page
Topic 7B: Improving the Look of a Data Page
Topic 7C: Editing Data Using a Data Page
Topic 7D: Group Records in a Data Page

Access: Level 3

Course Description

You will use advanced capabilities of Access to work with improperly structured data, perform summary operations on data, create macros to automate tasks, enhance forms and reports, and use Access data in other Office applications.

Course Content

Lesson 1: Structuring Existing Data

- Topic 1A: Use the Table Analyzer Wizard for Help
- Topic 1B: Decide on Your Own Design
- Topic 1C: Create a Junction Table
- Topic 1D: Modify the Original Tables & Complete the Design
- Topic 1E: Compact & Repair a Database

Lesson 2: Summarizing Data

- Topic 2A: Group & Summarize Records in Different Ways
- Topic 2B: Summarize with Crosstab Query
- Topic 2C: Pivot Query Results
- Topic 2D: Graphical Summary on a Form

Lesson 3: Simplifying Tasks with Macros

- Topic 3A: Create a Macro
- Topic 3B: Attach a Macro to a Command Button
- Topic 3C: Restrict Records

Lesson 4: Automation with Macros

- Topic 4A: Require Data Entry with a Macro
- Topic 4B: Message Box with a Macro
- Topic 4C: Automate Data Entry

Lesson 5: Making Forms More Usable

- Topic 5A: Change the Display of Data Under Certain Conditions
- Topic 5B: Display a Calendar on a Form
- Topic 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Powerful

- Topic 6A: Cancel Printing of a Blank Report
- Topic 6B: Include a Chart
- Topic 6C: Arrange Data in Columns
- Topic 6D: Distribute Reports as a Snapshot

Lesson 7: Expanding the Reach of Your Data

- Topic 7A: Merge Access Data with Word
- Topic 7B: Publish Access Data as Word Doc
- Topic 7C: Analyze Access Data in Excel