

Course Overview

In this 2-day course (formerly called Access Level 1 and 2), you will receive a comprehensive introduction to the Microsoft Office Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. You will then create a Split Form to search and edit data in a table. Additionally, you will learn the basics of table design and creation, including the concepts of single and multiple Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will use the new Layout View to create a report that displays data with subtotals, formatted text, and headers and footers. You will then view and filter the report using the new Report View. You will also use the more powerful Design View to make modifications to a report, such as adding additional calculations and page breaks. Finally, you will create a two-column report.

Course Preparation

Prerequisite Course: Windows - Level 1 or equivalent experience. Excel experience is a plus.

Course Topics

Exploring Access

- What is a Database?
- Enabling Database Content
- Modifying the Navigation Pane
- Viewing Tables
- Viewing Tables through a Form
- Running a Query
- Viewing a Report

Using Tables in Datasheet View

- Adding, Editing, and Deleting Records
- Editing Tips
- Sorting and Filtering Data
- Using the Total Row
- Adjusting Column Widths and Hiding Columns
- Moving Columns
- Freezing Columns

Creating a Split Form

- Creating a Form
- Changing Labels
- Locating Records
- Modifying Data

Creating Tables

- Creating an Access Database File
- Naming Conventions
- About Field Data Types
- Creating a Table
- Setting a Primary Key Field
- Using the Attachment Data Type
- Introducing One-to-Many Relationships

Creating Queries to Assemble and Filter Data

- Creating a Basic Query
- Running a Query
- Adding, Moving, and Deleting Fields
- About Query Criteria

- Searching on Numeric Fields
- Searching on Text Fields
- Using Wildcards to Search Text Fields
- Searching on Date Fields
- Searching on Yes/No Fields
- Searching for Blanks
- Hiding Fields
- Using AND Criteria Conditions
- Using OR Criteria Conditions
- Combining AND & OR Conditions
- Sorting Query Results
- Showing Data from Multiple Tables
- Extra Query Tips

Creating a Report in Layout View

- Creating a Report using Layout View
- Deleting Items from a Report
- Resizing Columns
- Using Print Preview
- Modifying Labels
- Grouping and Sorting Data
- Adding Subtotals
- Applying Formatting
- Filtering Report Data
- Extra Report Tips

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Changing the Design of a Table

- Opening a Table in Design View
- Adding a Field Description
- Renaming Fields
- Moving Fields
- Adding Fields
- Deleting Fields
- Changing Field Sizes
- Changing a Field's Data Type
- Setting Default Values

Controlling Data Entry

- Setting an Input Mask using a Wizard
- About Custom Input Masks
- Creating a Custom Input Mask
- Setting Required Fields
- Specifying a Validation Rule
- Setting a Single Field Primary Key
- Setting a Multiple Field Primary Key

Setting Table Relationships

- About One-to-Many Relationships
- About Many-to-Many Relationships
- About One-to-One Relationships
- Adding Tables to the Relationships Window
- Creating Table Relationships
- Enforcing Referential Integrity

Using Queries to Group and Calculate Data

- Reviewing a Basic Query
- Combining Two Columns of Text
- Multiplying Two Columns of Numbers
- Creating a Crosstab Query to Summarize Data
- Editing a Crosstab Query
- Grouping by Unique Values
- Calculating Numbers while Grouping
- Applying Criteria before a Calculation Occurs
- Applying Criteria after a Calculation Occurs
- Understanding the Sequence of a Query

Modifying Reports in Design View

- Introducing Design View
- Adding Fields and Labels to a Report
- Aligning and Sizing Items on a Report
- Wrapping Text to Multiple Lines
- Adding Report Header and Footer Sections
- Adjusting the Height of Report Sections
- Grouping and Sorting Data
- Creating a Numeric Calculation
- Controlling Page Breaks
- Creating a Two-Column Report
- Creating Custom Group Headers
- Using the LEFT Function to Create Headers
- Repeating Section Headers

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