

Access 2000 Level One

Prerequisites:

This course is designed for students who needs to learn the basics about Access 2000. Although no prior knowledge of databases or Access is assumed, you should be familiar with the components that make up the PC, including input, output, and storage devices. Students should also be fairly comfortable in the Windows environment.

Course Content

Lesson 1: Overview of Access 2000

- Introduction to Database Concepts and Terminology
- Introduction to Access 2000
- Database Planning and Design

Lesson 2: Creating Tables

- Examining a Table
- Creating a Table with the Table Wizard
- Creating a Table in Design View
- Types of Primary Keys

Lesson 3: Working with Tables

- Modifying a Table Using Design View
- Finding and Editing Records
- Filtering and Sorting Records

Lesson 4: Creating and Using Select Queries

- Creating a Select Query to View Specific Fields
- Specifying Criteria in a Query to View Specific Records
- Using Queries to Perform Calculations
- Joining Tables in a Query

Lesson 5: Creating and Using Forms

- Creating a Form with the Form Wizard
- Modifying the Form Design
- Using a Form to Locate and Organize Information
- Multiple-table Forms

Lesson 6: Creating and Using Reports

- Creating a Report with the Report Wizard
- Creating a Report that Contains Tables

Lesson 7: Creating and Maintaining a Database

- Creating a Database
- Managing a Database and Its Objects
- Database Maintenance