

Access 2002 Level One

Prerequisites:

This course is designed for students who needs to learn the basics about Access 2002. 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: Working with a Relational Database

- Identify Uses of a Relational Database
- Define Database Terminology
- Create a New Database Based on a Template
- Examine the New Database

Lesson 2: Planning a Database

- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys
- Identify Table Relationships

Lesson 3: Building the Basic Structure

- Create a Blank Database
- Create a Table Using a Wizard
- Compare Datasheet and Design Views
- Create Tables in Design View
- Create Relationships Between Tables

Lesson 4: Working with Tables

- Modify a Table Design
- Work in Datasheet View
- Work with Subdatasheets

Lesson 5: Creating and Working with Select Queries

- Examine a Query
- Create a Query Using the Wizard
- Work in Query Design View
- Select Records
- Edit Values in a Query Datasheet
- Add a Calculated Field to a Query
- Perform a Calculation for a Group of Records

Lesson 6: Creating and Using Forms

- Creating AutoForms
- Create a Form Using a Wizard
- Modify the Design of the Form
- Use Forms to Work with Data

Lesson 7: Creating and Using Reports

- Create an AutoReport
- Create a Report Using a Wizard
- Examine a Report in Design View
- Create a Calculated Field
- Change the Format of a Control
- Change the Style of a Report
- Adjust Report Width