

Access 97 Level One

Prerequisites:

This course is designed for students who needs to learn the basics about Access 97. 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 97

- Introduction to Database Concepts and Terminology
- Introduction to Access 97
- 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

- Adding Records
- Modifying a Table Using Design View
- Finding and Editing Records
- Deleting, Adding, and Copying Records and Values
- Filtering and Sorting Records

Lesson 4: Using Select Queries

- Selecting Fields and Sorting Records
- Refining the Results of a Query
- Using Queries to Perform Calculations
- Joining Tables in a Query

Lesson 5: Creating and Using Forms

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

Lesson 6: Creating and Using Reports

- Creating a Report
- Creating a Report that Contains Tables

Lesson 7: Creating and Maintaining a Database

- Creating a Database
- Copying Objects
- Using Windows Explorer
- Compacting a Database