



Microsoft Access Level 1

Course ACC-01

2 Days

Instructor-led, Hands on

Introduction

In this course, you will learn how to use Access 2019/365 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Students attending this course will gain the following knowledge and skills:

- Design and Build a Database
- Import Data into Access
- Design Tables
- Create Table Relationships
- Create forms
- Design forms
- Create queries
- Design reports

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Windows 10 Introduction
- Microsoft Excel Level 1

Course Outline

Module 1: What Is A Relational Database

- What is a database

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- What makes data a database and not a spreadsheet
- What makes a relational database “relational”?
- What are the parts of a relational database

Module 2: Exploring Microsoft Access

- Opening and viewing Microsoft Access
- Touring the Access Window
- Exploring the main parts of an Access database
- Using the Access Help features
- Using the navigation pane

Module 3: Planning a Relational Database

- Planning a database
- Identifying classes
- Identifying class attributes
- Identifying objects
- Defining columns

Module 4: Splitting Information Into Tables

- The first rule: Making sure every record is unique
- Breaking columns down to their lowest forms
- Another rule: Avoiding repeats of information
- Another rule: Avoiding multiples of the same column
- Another rule: Columns need to relate to a primary key
- Keeping historical data

Module 5: Designing and Building a Database

- Building a database from an existing template
- Creating a database
- Testing tables in a database

Module 6: Importing Data into Access

- Importing Data from an Access Database
- Importing Data from Excel

Module 7: Designing Database Tables

- Creating table lookups
- Using table field properties
- Using input masks
- Using validation rules
- Changing field structure in tables

Module 8: Creating Table Relationships

- Defining relationships between tables
- Establishing relationships between tables
- Using subdatasheets in tables

Module 9: Creating Forms

- Creating a basic form
- Creating a form with the form wizard
- Creating a split form
- Creating subforms

Module 10: Form Design

- Enhancing the appearance of a form
- Changing form layout
- Using form properties
- Adding command buttons to a form

Module 11: Creating Basic Queries

- Creating a query with a wizard
- Creating a query from scratch
- Editing a query

Module 12: Creating Basic Reports

- Creating a report from a table
- Creating a report from a query
- Examining report types
- Documenting the database