
Creating and Using Tables in Access

Microsoft Access A102

90 Minutes

Course Content

This 90-minute class focuses on creating tables in Access. Now that you have an understanding of what a relational database is, and how to create one, (see class A101) it is time to create tables. Tables are the most important objects in a database. Tables are where all the data is stored. This is the 2nd class in a series of Access classes to get you up to speed quickly.

By the end of this class attendees will have an understanding of how to create and modify tables in Access.

Lessons include the following:

- Create a table using the Table Wizard
- Create a table in design view
- Add, modify, and remove fields from a table
- Understand field data types
- Examine and set primary keys
- Enter and edit data in a table
- Optional lesson – Create a new database and two tables