
Access Level 1: A Beginner's Guide to Microsoft Access

Course Length: 1 Day

Course Description

Objectives: Microsoft Office Access Level 1 is designed to introduce users to database design and functionality. Students will learn about relational databases and how to create a database from scratch. Additionally, students will discover how to add multiple tables, queries, reports and forms.

Prerequisites: Students should be comfortable using a mouse and be familiar with navigating the Windows interface.

Course Content

Lesson 1 – Introduction to Relational Databases

- Explore the Task Pane
- Access Objects
- Examine a Flat File
- Compare a Flat File with an Relational Database
- Understand Naming Conventions

Lesson 2 – Planning and Creating Databases

- Identify the Purpose of a Database
- Create a New Database with the Database Wizard
- Create a New Database from Scratch

Lesson 3 – Creating and Modifying Tables

- Create a New Table with the Table Wizard
- Modify the Table Design
- Understand Field Data Types
- Edit Field Names
- Add, Move, Delete Fields
- Identify and Set the Primary Key
- Enter Data
- Delete a Record
- Navigate in a Table
- Close a Table
- Create a New Table in Design View

Lesson 4 – Sorting, Filtering, and Finding Data in Tables

- Find Data
- Sort on a Single Field
- Work with the Filter by Selection and Filter by Form

Lesson 5 – Introduction to Queries

- Use the Simple Query Wizard to create a New Query
- Modifying a Query
- Create a New Query in Design View
- Use Operators in Queries
- Use the AND and OR Conditions in a Query
- Edit Values in the Query Datasheet

Lesson 6 – Introduction to Reports

- Understand the Sections of a Report
- Create a New Report using AutoReport
- Create a New Report with the Report Wizard
- Modify the Report Design
- Resize and Move Fields in a Report
- Create Mailing Labels

Lesson 7 – Introduction to Forms

- Understand Forms
- Create a New Form using AutoForm
- Create a New Form using the Form Wizard
- Modify the Form Design
- Resize and Move Fields in a Form
- Enlarge the Form
- Add a Form Title
- Change the Tab Order on a Form

Lesson 8 – Overview of Table Relationships

- Understand Table Relationships