



MICROSOFT ACCESS

Students will learn to design and create new databases, tables, and relationships. Create and maintain records, locating records and producing reports based on the information in the database.

LEVEL I: Essentials

At completion of the Access – Level I course, students will be able to identify the components of a database, organize and view data, in tables, query a database, design forms and generate reports.

COURSE OUTLINE

- Getting Started with Access 2010
- Introduction to Databases and Normalization
- Understanding Object Views
- Identifying the Components of a Database
- Organizing Data in Tables
- Viewing Data in Tables
- Querying a Database
- Creating Simple Forms
- Form Formatting Basics
- Designing Forms
- Introduction to Queries
- Finding Specific Data Using Criteria, Operators, and Wildcards
- Generating Report



LEVEL II: Intermediate to Advance

Students will learn to work with completed related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance, restructure data into appropriate tables to ensure data dependency and minimize redundancy, write advanced queries to analyze and summarize data create and revise customize reports by using various Microsoft Office Access features and maintain their databases using Microsoft Office Access tools.

COURSE OUTLINE

- Structuring Existing Data
- Summarizing Data
- Writing Advanced Queries
- Simplifying Tasks with Macros
- Maintaining an Access Database
- Creating Calculated Expressions
- Introduction to Built-in Functions
- Advanced Functions
- Creating PivotTables
- Creating PivotCharts
- Creating Effective Reports
- Basic Report Formatting
- Advanced Report Formatting
- Printing and Exporting Reports