

Access: Module I

This instructor-led course presents the basic concepts of Access 2000. Students will be introduced to Access features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 1 day**Prerequisites:** General knowledge of Windows**What's in Access: Module I?**

This course teaches students how to create and modify tables, create queries, use filters, create and modify forms, create and modify reports, and enhance reports.

Why do I need Access: Module I?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Access features.
- ✓ Provides hands-on experience using Access.

Course Outline**Lesson 1: *Designing Databases***

- ✓ Identifying Database Components
- ✓ Designing Data Tables
- ✓ Designing Relational Databases

Lesson 2: *Examining Access Objects*

- ✓ Starting Access and Opening a Database
- ✓ Exploring the Database Window
- ✓ Using the Office Assistant
- ✓ Exiting Access

Lesson 3: *Creating Databases and Tables*

- ✓ Creating New Databases
- ✓ Creating Tables
- ✓ Using the Table Design Window
- ✓ Determining Field Names and Data Types
- ✓ Assigning a Primary Key
- ✓ Using a table wizard

Lesson 4: *Working with Records*

- ✓ Modifying Datasheet Layout
- ✓ Adding Records
- ✓ Editing Records
- ✓ Deleting Records
- ✓ Sorting Records

Lesson 5: *Working with Table Structure*

- ✓ Modifying Table Design
- ✓ Setting Field Properties
- ✓ Limiting Field Size
- ✓ Setting Field Formats

Lesson 6: *Locating Information*

- ✓ Finding Records
- ✓ Understanding Comparison Operators
- ✓ Using Filters

Lesson 7: *Using Select Queries*

- ✓ Creating Select Queries
- ✓ Applying Filters to Query Result Sets
- ✓ Modifying Query Design
- ✓ Working with Criteria

Lesson 8: *Creating and Using Forms*

- ✓ Creating Forms Using Auto-Form
- ✓ Creating Forms Using the Form Wizard
- ✓ Working with Controls
- ✓ Working with Control Properties
- ✓ Working with Form Properties
- ✓ Creating Forms Using Design View
- ✓ Adding Records Using Forms
- ✓ Printing Forms

Lesson 9: *Creating and Using Reports*

- ✓ Creating Reports using Auto-Report
- ✓ Working with Report Sections
- ✓ Working with Controls
- ✓ Working with Control Properties
- ✓ Working with Report Properties
- ✓ Creating Reports Using Design View
- ✓ Printing Reports

Lesson 10: *Enhancing Forms and Reports*

- ✓ Formatting with AutoFormat
- ✓ Changing the Appearance of Forms and Reports
- ✓ Using Form Sections
- ✓ Adding Graphics
- ✓ Drawing Lines and Rectangles