

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Introduction to Microsoft Access</b>
<b>Course Length:</b>	2 days
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	<p>This course is designed to provide a practical application of relational database concepts. Topics include database design, creating fields in tables, choosing data type, setting properties, identifying and setting a primary key, creating table relationships, working in datasheet view, designing basic forms, formatting form controls, combo boxes, sorting, setting criteria in queries, using AND, OR, NOT, and NULL, multi-table queries, parameter queries, designing list reports and grouped reports.</p>
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Understanding Relational Database Concepts<ol style="list-style-type: none"><li>1.1. Database Strategy</li><li>1.2. Normalizing Data</li><li>1.3. Understanding Primary Keys</li><li>1.4. Relationship Types</li><li>1.5. Conventions for Naming Database Objects</li></ol></li><li>2. Working with Tables<ol style="list-style-type: none"><li>2.1. Creating Tables</li><li>2.2. Setting Data Type and Field Properties</li><li>2.3. Setting a Primary Key</li><li>2.4. Creating Table Relationships</li><li>2.5. Working in Datasheet View</li><li>2.6. Print Preview and Printing</li></ol></li><li>3. Working with Forms<ol style="list-style-type: none"><li>3.1. Finding, Editing and Deleting Data</li><li>3.2. Using AutoForms and Form Wizards</li><li>3.3. Using Form Design View</li><li>3.4. Selecting Form Controls</li><li>3.5. Moving, Sizing and Deleting Controls</li><li>3.6. Formatting Form Controls</li></ol></li><li>4. Using Queries<ol style="list-style-type: none"><li>4.1. Building a Query in Design view</li><li>4.2. Sorting in a Query</li><li>4.3. Setting Criteria with Wildcard Characters</li><li>4.4. Using And, Or, Not and Null Conditions</li><li>4.5. Creating Queries that Calculate</li><li>4.6. Creating Multi-Table Queries</li><li>4.7. Creating Parameter Queries</li></ol></li><li>5. Reports<ol style="list-style-type: none"><li>5.1. Previewing and Printing a Saved Report</li><li>5.2. Creating a List Report</li><li>5.3. Creating a Grouped Report</li><li>5.4. Creating Mailing Labels</li></ol></li></ol>