



Course Outline



Access - Basics

Versions 2007/2010/2013/2016

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Program Objectives: This course is designed to give the student the basic skills to create a simple Access database using Tables, Queries, Forms and Reports.

- ◆ Introduction to Access
- ◆ Starting Access
- ◆ Task Pane Contents
- ◆ Database Management Applications
- ◆ Compacting a Database
- ◆ Opening a File
- ◆ Setting Macro Security Levels
- ◆ Viewing Database Tables
 - Datasheet View
 - Design View
- ◆ Making Corrections to a Database
- ◆ Moving Around a Database
- ◆ Switching to Other Opened Components
- ◆ What is a Database?
- ◆ Form Feature
- ◆ Report Feature
 - Page Setup Options
 - How to Print
- ◆ Querying the Database
- ◆ Modifying a Query
- ◆ Saving a Modified Query
- ◆ Help Feature
- ◆ Changing Column Width
- ◆ Piggyback Clipboard
- ◆ Moving Text
- ◆ Copying Text
- ◆ Copying Data From a Previous Field
- ◆ Paste Append Feature
- ◆ Undo Feature
- ◆ Deleting a Record in the Data Table
- ◆ Sorting a Data Table
 - Single Criteria
 - Multiple Criteria - Filter Feature
- ◆ Saving a Filter as a Query
- ◆ Differences Between a Filter and a Query
- ◆ Find Feature
- ◆ Replace Feature
- ◆ Closing a File
- ◆ Designing a Database
- ◆ Starting a New File
- ◆ Saving Changes
- ◆ Creating a Database Table
- ◆ Field Names
- ◆ Data Types Defined
- ◆ Description of Fields
- ◆ Field Sizes
- ◆ Primary Keys - Setting/Removing
- ◆ Saving Table Designs
- ◆ Entering Data Into a Table
- ◆ Creating Drop-Down Lists
- ◆ Adding a Field
- ◆ Deleting a Field
- ◆ Creating a Form
- ◆ Queries - Creating/Running
- ◆ Query Comparison Operators
 - AND
 - OR
 - BETWEEN
- ◆ Saving a Query
- ◆ Creating a Report
- ◆ Making a Backup Copy of an Object
- ◆ Altering the Appearance of a Report
 - Selecting and Sizing Controls
 - Previewing and Saving
 - Moving Controls
 - Copying Controls
 - Deleting Controls
- ◆ Exiting Access

Course Prerequisite

Must have Windows and mouse proficiency; Spreadsheet experience helpful