

Access Level 1

Course Description

Students will learn basic database skills.

Prerequisites

Windows Introduction, or equivalent knowledge.

What Next?

Access Level 1 is the first course in this series. Access Level 2, the next course in this series, builds on the knowledge gained with this course. Students who want to learn advanced features can take Access Level 3 and Level 4.

Course Content

Unit 1: Getting Started

- Database concepts
- Exploring the Access environment
- Getting help

Unit 2: Databases and tables

- Planning and designing databases
- Exploring tables
- Creating tables

Unit 3: Fields and records

- Changing the design of a table
- Finding and editing records
- Organizing records

Unit 4: Data entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

Unit 5: Basic queries

- Creating and using queries
- Modifying query results and queries
- Performing operations in queries

Unit 6: Using forms

- Creating forms
- Using Design view
- Sorting and filtering records

Unit 7: Working with reports

- Reports
- Modifying and printing reports