



Access Training Outline

Lesson 1: Explore Access

- Access's Purpose: Differences between Excel/Access
- Start Access
- Open A Database
- Interface/Ribbon
- Database Concepts
 - Tables
 - Relationships
 - Queries
 - Forms
 - Reports
 - Macros

Lesson 2: Create A Database

- Template
- Blank

Lesson 3: Tables

- Terminology
- Datasheet
- Navigate
- Sort
- Filter
- Insert Rows
- Delete Rows
- Why Not Insert Columns
- Delete A Table
- Undo
- Design
 - Normalization
 - Names
 - Fields
 - Data Types
 - Properties
 - Primary Key
 - Foreign Key
- Importing Data
- Link To Data
 - Text/CSV
 - Excel
 - Access
- Exporting Data
 - Export CSV
- Link Excel To Access

Lesson 4: Queries

- Defined
- Relationships
- Types:
 - Integrity
 - Object dependencies
- Create
 - Select
 - Criteria
 - Parameter
 - Calculated Fields
 - Update
 - Append
 - Delete
 - Make Table
 - Cross Tab
 - Pivot

Lesson 5: Reports

- Defined
- Views: Design Report
- Create
 - Wizard
 - Manual
- Report Controls
- Report Automation

Lesson 6: Forms

- Defined
- Views: Design Form
- Create
 - Wizard
 - Manual
- Form Controls
- Form Automation

Lesson 7: Database Operations

- Backup
- Compact
- Repair
- Relationships: Object Dependencies

Lesson 8: Macros