

# Access Level 1

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 2 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Overview

Getting started with Access. In this two-day course students will learn how to use Access 2013 to manage data, including creating a new database, constructing tables; designing forms and reports; and creating queries to join, filter and sort data.

## Course Outline

### Lesson 1:

- What is a relational database?
- What is a database? What makes data a database and not a spreadsheet?
- What makes a relational database “relational”?
- What are the parts of a relational database?

### Lesson 2:

- Identifying reports users will want
- Planning database reports
- Identifying existing data

### Lesson 3:

- Creating a scope statement
- Defining the problem
- The use cases for the database
- Following business rules
- Defining what is not in the database
- The database platform

### Lesson 4:

- Identifying columns
- Identifying classes
- Identifying class attributes
- Identifying objects
- Defining columns

### Lesson 5:

- Splitting information into tables
- The first rule: making sure every record is unique
- Breaking columns down to their lowest forms
- Another rule: avoiding repeats of information
- Another rule: avoiding multiples of the same column
- Another rule columns need to relate to a primary key



- Keeping historical data

#### **Lesson 6:**

- Creating relationships
- One-to-one relationships
- One-to-many relationships
- Many-to-many relationships
- Enforcing referential integrity
- Cascading updates
- Cascading deletes

#### **Lesson 7:**

- Identifying data entry forms
- Why use a form and how does it make data entry easier?
- Single-record forms
- Multi-record forms
- Split forms
- Forms with subforms

### **Day 2**

#### **Lesson 1:**

- Exploring Microsoft access
- Opening and viewing Microsoft access
- Exploring the access window
- Exploring the main parts of the access database
- Using the access help feature
- Exploring the navigation pane

#### **Lesson 2:**

- Designing and building a database
- Building a database from a template
- Planning a database
- Planning a relational database
- Creating a database
- Testing tables

#### **Lesson 3:**

- Designing database tables
- Creating table lookups
- Using table field properties
- Using input masks
- Using validation rules
- Changing field structure in tables



**Lesson 4:**

- Creating table relationships
- Defining relationships between tables
- Establishing relationships between tables
- Using subdatasheets in tables

**Lesson 5:**

- Creating forms
- Creating a basic form
- Creating a form with the form wizard
- Creating a split form
- Creating subforms
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**Lesson 6:**

- Form design
- Enhancing the appearance of a form
- Changing form layout
- Using form properties
- Adding command buttons to a form



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