

**Course****Access Level One****Length**

Six hours, delivered in **two 3-hour** sessions.

**Audience**

This course is for people who need to develop and maintain databases. It teaches the basic skills needed to work effectively with Access. The course begins with database concepts. Table design and queries are a major emphasis of the class. Participants will also learn to create forms and reports.

**Prerequisites**

No previous database experience is required, however participants should be experienced computer users.

**Topics*****Module 1: Overview of Access***

- ◆ Overview of New Access Window & Tools: Ribbon, Tabs, Views
- ◆ Database concepts and terminology
- ◆ Database planning
- ◆ Access objects

***Module 2: Creating Tables***

- ◆ Using Table Wizard
- ◆ Using Design View

***Module 3: Working with Tables***

- ◆ Modifying the design
- ◆ Adding, editing and deleting records
- ◆ Filtering and sorting records

***Module 4: Using Select Queries***

- ◆ Selecting fields and sorting records
- ◆ Refining query results
- ◆ Editing values

***Module 5: Creating and Using Forms***

- ◆ Creating and modifying a form
- ◆ Using a form to locate data

***Module 6: Creating and Using Reports***

- ◆ Creating a report
- ◆ Using Report Wizards