



Course Outline

Microsoft® Access 2007-2010-2013 Level 1

Lesson 1: Exploring the Microsoft® Office Access™ Environment

- Topic 1A: Examine Database Concepts
- Topic 1B: Explore the User Interface
- Topic 1C: Use an Existing Access Database
- Topic 1D: Customize the Access Environment
- Topic 1E: Obtain Help

Lesson 2: Designing a Database

- Topic 2A: Describe the Relational Database Design Process
- Topic 2B: Define Database Purpose
- Topic 2C: Review Existing Data
- Topic 2D: Determine Fields
- Topic 2E: Group Fields into Tables
- Topic 2F: Normalize Data
- Topic 2G: Designate Primary and Foreign Keys
- Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

- Topic 3A: Create a New Database
- Topic 3B: Create a Table
- Topic 3C: Manage Tables
- Topic 3D: Create a Table Relationship
- Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

- Topic 4A: Modify Table Data
- Topic 4B: Sort Records
- Topic 4C: Work with Subdatasheets

Lesson 5: Querying a Database

- Topic 5A: Filter Records
- Topic 5B: Create a Query
- Topic 5C: Add Criteria to a Query
- Topic 5D: Add a Calculated Field to a Query
- Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

- Topic 6A: View Data Using an Access Form
- Topic 6B: Create a Form
- Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports

- Topic 7A: View an Access Report
- Topic 7B: Create a Report
- Topic 7C: Add a Custom Calculated Field to a Report
- Topic 7D: Format the Controls in a Report
- Topic 7E: Apply an AutoFormat Style to a Report
- Topic 7F: Prepare a Report for Print