



Course Outline

Microsoft Access Beginner

365-2019-2016-2013

Lesson 1: Exploring the Access Interface

- Database Basics
- Running Microsoft Access
- The Opening Screen
- The Initial Access Screen
- Working with Help

Lesson 2: Creating a New Database

- Database Design Basics
- Creating a Database

Lesson 3: Creating a Table

- Designing a Table
- Redesigning a Table
- Renaming a Database Object

Lesson 4: Working with a Table

- Viewing a Table
- Editing a Table
- Modifying a Table
- Sorting Table Records
- Filtering Table Records
- Printing a Table
- Print Previewing
- Page Setup

Lesson 5: Setting up Table Relationship

- Creating Relationship
- Viewing Subdatasheets
- Enforcing Referential Integrity
- Printing Database Relationships

Lesson 6: Creating a Query

- Querying Tables
- Saving/Opening a Query
- Using Wildcards in Queries
- Compound Queries
- Miscellaneous Operators
- Creating Calculated Fields
- Using Summary Operators
- Querying Multiple Tables

Lesson 7: Creating a Form

- Form Overview
- Creating Forms
- Customizing the Form
- Saving/Opening a Form
- Using the Form Filter

Lesson 8: Creating a Report

- Creating Reports
- Saving/Closing a Report