Skillsfuture@PA Microsoft Access Basic and Intermediate

Getting Started

- File Tab
- The Ribbon
- Navigation Pane
- Tabbed Document Window Viewing

Database Term

- Table
- Query
- Recordset
- Form
- Report

Creating New Database

- New Database
- Database Templates

Create a Table

- Table Views
- Adding New Fields
- Data Types
- Editing Data Types in Fields
- Types of Field Properties
- Setting Date/Time Format
- Setting Number Format
- Setting Yes/No format

Working with a Table

- Moving around in the datasheet view
- Edit Records
- Delete Records
- Changing table structure
- Delete Table
- Rename Table

Edit a Table

- Changing view to datasheet view
- Change Font
- Change Cell Effects
- Move a Column
- Hide/Unhide column
- Freeze or Unfreeze Column

Keys

- Setting Primary Key
- Set the primary key using fields you already have
- Remove primary key

Table Relationship

- One to One Relationship
- One to Many Relationship
- Creating a Table Relationship

- Referential Integrity
- Cascading Updates and Deletes
- Print a Table Relationship Report
- Delete Table Relationship
- Foreign Key

Managing Data

- Add Records to a Table
- Find and Replace
- Totals
- Sort Records
- Filters

Queries

- Query Wizard
- Query Design Feature
- Query Criteria

Forms

- Form Views
- Create a Form
- Form Wizard

Report

- Report View
- Create A Report
- Report Wizard
- Print report

9 hours