

IT Department



## Access



With Access, you can build a database without writing code or being a database expert

- ☐ Create a database
- ☐ Add a primary key
- ☐ Backup your database
- ☐ Create a query, form, or report in Access
- ☐ Confirmation

Not Started





- ☐ What is Access
- ☐ Get started with databases
- ☐ Get to know database objects
- ☐ Confirmation

0%



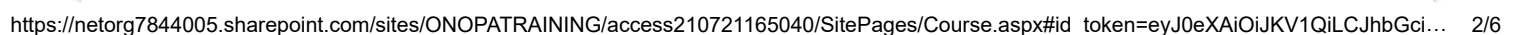
- ☐ Create an Access web app
- ☐ Create an Access desktop database
- ☐ Confirmation

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- ☐ Build tables and set data types
- ☐ Combine fields using the Calculated data type
- ☐ Confirmation

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## > Use relationships ⓘ

Once you have tables in your database, learn how to build relationships between them.

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▶ Start

## ✓ Add and edit data ⓘ

If your list is getting hard to manage in Excel, it's a good idea to move it into Access so you can take advantage of its querying and reporting features.

☐ Copy data from Excel

☐ Link to shared data

☐ Confirmation

Not Started

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▶ Start

## ✓ Manage data with queries ⓘ

Use queries to answer business or other questions based on data and to quickly and easily make bulk updates or to delete information from the database.

☐ Get started with queries

☐ Create basic queries

☐ Create queries with more than one data source

☐ Create queries with outer joins

☐ Query unrelated data sources

☐ Confirmation

Not Started

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▶ Start

## ✓ Create forms ⓘ

If you often use the same set of forms and reports, create a navigation form that groups them together.

- Create navigation forms
- Confirmation

Not Started



► **Start**

▼ Create reports ⓘ

Before you share your database with others, put the information in a format that's easy to understand. View, format, and summarize the information in your database with reports.

- Modify and print reports
- Create basic reports
- Confirmation

Not Started



▶ **Start**

- Protect databases ⓘ

Learn to creating backup copies of your desktop database to recover your vital data when the Undo command isn't enough to fix a mistake, restore a missing object, or untangle corrupted data.

- Back up databases
- Confirmation

Not Started



► **Start**

▼ Create Charts ⓘ

Learn how to create Access charts, including column, bar, line, pie and combine chars.

- **Start**

