

Database Basics

(Access Level I)



The Fundamentals

- Introduction to Databases and Database Terminology
- Understanding the Access Program Screen
- Review of Database Objects: Tables, Queries, Forms, Reports & Macros
- Adding, Editing and Deleting Records

Creating a Database and Designing Tables

- Creating a Database
- Creating a Table
- Understanding Data Types
- Database Field Naming Conventions
- Inserting, Deleting and Reordering Fields
- Using Field Properties: Caption, Field Size, Format, Default Values, Input Mask
- Adding a Primary key

Working With Data in Tables

- Finding and Replacing Information
- Sorting Information
- Filtering Information
- Rearranging Columns

Working with Queries

- Creating a Query
- Modifying a Query
- Sorting Using a Single Field and Using Multiple Fields
- Query Criteria
- Defining Multiple Criteria Using AND and OR Operators

A Few More Things

- Creating a Form with the Form Wizard
- Creating a Report with the Report Wizard