



## Access 2016 Level 1 Database Design (Two Days)

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### Course Objectives:

- Identify the components of a database, and work with those components.
- Open a table, find information stored there, and enter data.
- Create and customize a table design.
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas.
- Create relationships between tables to ensure data accuracy and to deploy referential integrity.
- Create forms for entering data into tables, and change the design elements that have been placed on those forms.
- Create several query types, edit and run queries, and use action and calculation queries.
- Create several report types, enhance reports and print preview reports.
- Import and export data to and from various sources, including text files and Excel.
- Preview and print database objects, and change the page setup options.

*This course is for students who want to understand how to build a new Access database to store data efficiently, create queries, forms and reports and export data to text files or Excel for analysis.*

### Course Content:

#### The Basics

Understanding Database Concepts  
Getting Started  
Creating a Database  
Working with Objects

#### Table Data

Table Concepts / Viewing Data in a Table  
Entering and Editing Data / Applying Filters

#### Table Design

Creating a Table  
Changing the Table Design

#### Data Entry

Data Entry Concepts  
Data Formats / Input Masks / Input Validation  
Adding Records

#### Relationships

Understanding Relationships between Tables  
Creating & Removing Relationships  
Referential Integrity / Printing Relationships

**Course Content (continued):**

<b>Creating &amp; Using Forms</b>	Using Autoform / Using the Wizard / Create from Design Opening a Form / Changing Form Design Adding & Placing Controls / Error-Checking
<b>Queries</b>	Creating a Query Selecting and Sorting in a Query Performing Calculations Action and Parameter Queries
<b>Reports</b>	Creating and Previewing Reports using the Wizard Creating and Previewing Reports in Design View Report Control Operations and Attributes
<b>Importing &amp; Exporting Data</b>	Importing Data from a Text file Importing Data from an Access Database Exporting Data / Linking Data Troubleshooting problems
<b>Printing</b>	Previewing and Printing Objects