



Access 2019 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, create charts, 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 Converting Access 2016 Files Working with Objects
Table Data	Table Concepts / Viewing Data in a Table Changing the Datasheet Appearance 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):

Creating & Using Forms Using Autoform / Using the Wizard / Create from Design
Opening a Form / Changing Form Design
Adding & Placing & Multiple-Choice Controls / Error-Checking

Queries Creating a Query / Using the Wizard
Selecting and Sorting in a Query
Performing Calculations
Action and Parameter Queries

Reports Creating and Previewing Reports using the Wizard
Creating and Previewing Reports in Design View
Changing Report Design
Report Control Operations and Attributes
Creating Charts

Importing & Exporting Data Importing Data from a Text file
Importing Data from an Access Database
Exporting Data / Linking Data
Troubleshooting problems

Printing Previewing and Printing Objects