

Access

Level 1	Level 2	Level 3
<p>Objectives: Identify basic components of Access Build the structure of the database Manage data in tables Query a database Design forms Generate reports</p>	<p>Objectives: Streamline data entry and integrity Create query joins and junction tables Improve Access form functionality Customize reports and modify layouts Share Access data across programs</p>	<p>Objectives: Restructure data into appropriate tables to ensure data dependency Analyze data using advanced queries Create Macros to simplify tasks Customize reports Maintain your database using Access tools</p>
<p>Course Content: Lesson 1: Getting Started with Access 1A: Learn Interface components 1B: Identify database components 1C: Examine Relational databases Lesson 2: Build the Database Structure 2A: Create a new database 2B: Create a table 2C: Manage tables 2D: Establish table relationships Lesson 3: Managing Data in a Table 3A: Modify table data 3B: Sort and filter records 3C: Work with Subdatasheet's groups Lesson 4: Querying a Database 4A: Create a query 4B: Add criteria to a query 4C: Add a Calculated field 4D: Calculate within record groups Lesson 5: Designing Forms 5A: Create a form 5B: Modify form design 5C: View and edit form data Lesson 6: Generating Reports 6A: Create a report 6B: Add a control to a report 6C: Format the controls in a report 6D: Modify the report appearance</p>	<p>Course Content: Lesson 1: Controlling Data Entry 1A: Use field properties 1B: Set formats with input masks 1C: Create combo box controls Lesson 2: Joining Tables 2A: Create query joins 2B: Use junction tables 2C: Relate data within a table Lesson 3: Create flexible queries 3A: Set select query properties 3B: Develop parameter queries 3C: Create action queries Lesson 4: Improving Forms 4A: Restrict data entry in forms 4B: Organize info with tab pages 4C: Add command buttons 4D: Create a sub form 4E: Display a summary of data 4F: Use conditional formatting Lesson 5: Customizing Reports 5A: Organize report information 5B: Format reports 5C: Control report pagination 5D: Add calculated fields 5E: Add a sub report 5F: Create mailing label reports Lesson 6: Sharing Access Data 6A: Import data into Access 6B: Export data as text files 6C: Export data to Excel 6D: Create a mail merge</p>	<p>Course Content: Lesson 1: Structuring Existing Data 1A: Restructure data in a table 1B: Create a junction table 1C: Improve the table structure Lesson 2: Writing Advanced Queries 2A: Create sub queries 2B: Use unmatched query wizard 2C: Use duplicates query wizard 2D: Filter records using criteria 2E: Create crosstab queries 2F: Create a PivotTable and Chart Lesson 3: Simplify Tasks with Macros 3A: Create a Macro 3B: Attach a Macro 3C: Restrict records using a condition 3D: Validate data using a macro 3E: Automate data entry using a macro Lesson 4: Creating Effective Reports 4A: Include a chart in a report 4B: Print data in columns 4C: Cancel printing in blank reports 4D: Publish a report as a PDF Lesson 5: Maintaining and Access DB sources 5A: Link tables to external sources 5B: Manage a database 5C: Determine object dependency 5D: Document a database 5E: Analyze database performance</p>