

Course 55279-A: Introduction to Microsoft Access 2019

Course outline

Module 1: Quick Overview of the Access User Interface

This module explains how to become familiar with the Access user interface.

Lessons

- Access Ribbon
- Quick Access Toolbar
- Object Navigation Pane
- Access Work Surface
- Object Overview
- Process Overview
- Create a Database Using a Wizard

Lab : Getting Around the Access Environment

After completing this module, students will be able to:

- Understand the organization of the Access ribbon.
- Understand context tabs in the ribbon.
- Understand the Quick Access Toolbar and how to customize.
- Understand the Navigation Pane.
- Understand the objects and creation process.
- Understand the Access work surface.
- Understand how to create databases using a wizard.

Module 2: Fundamentals

This module explains how to think about some database fundamentals before diving into database creation.

Lessons

- Questions to Ask Before You Start
- Approaches to Database Design
- Gathering Information
- A Few Words about Naming Conventions
- Normalization
- Table Relationships

Lab : Fundamentals Exercises

- Asking Questions
- Normalizing Data

After completing this module, students will be able to:

- Ask questions to consider before you create a database application.
- Understand common approaches to database design: top-down and bottom-up.
- Go from paperwork and data samples to categorized data (data mapping).
- Understand naming conventions for tables and other objects.
- Understand what normalization is.
- Understand some basic concepts of normalization and how to apply them.
- Understand primary and foreign keys.
- Understand relationships and establishing them among tables.

Module 3: Tables and Their Views

This module explains how to work with tables and their views in Microsoft Access.

Lessons

- Definition and Purpose
- Datasheet View
- Design View

Lab : Working with Tables in Datasheet View

After completing this module, students will be able to:

- Understand tables and table views in Access.
- Work with tables in Datasheet view.
- Add and Edit data records in Datasheet view.
- Understand the purpose of Design view.

Module 4: Tables

This module explains how to work with tables in Microsoft Access.

Lessons

- Creating an Access Database
- Data Types
- Create a Table in Design View

Lab : Tables Exercises

- Creating a New Database
- Determining Data Types
- Creating a Table in Design View

After completing this module, students will be able to:

- Create an Access database.
- Create a table in Design view.
- Understand data types.
- Assign a key field.
- Understand input masks.
- Use expressions to define validation rules.

Module 5: Queries

This module explains how to work with queries in Microsoft Access.

Lessons

- Queries
- Select Queries
- Select Queries with Criteria
- Logical Operators
- Group and Total with Queries

Lab : Creating Select Queries

After completing this module, students will be able to:

- Use queries and query views.
- Create a simple query.

Module 6: Forms

This module explains how to work with forms in Microsoft Access.

Lessons

- Forms
- Alter a Form
- Form Record Navigation
- Layout View and Design View
- One-click Forms
- Form Wizard

Lab : Forms Exercises

- Adding Data Records in Form View
- Creating a Form with the Form Wizard

After completing this module, students will be able to:

- Understand types of forms.
- Add records using a form.
- Understand one-click forms.
- Create a form using the Form Wizard.

Module 7: Reports

This module explains how to work with reports in Microsoft Access.

Lessons

- Reports
- Report Wizard

Lab : Creating a Report with the Report Wizard

After completing this module, students will be able to:

- Understand reports.
- Use the one-click report.
- Use the Report Wizard to create reports.