



Microsoft Access 2021

Table of Content

Module 1: Quick overview of the Access Interface

- Access Ribbon
- Quick Access Toolbar
- Object Navigation Pane
- Access Work Surface
- Object Overview
- Process Overview
- · Creating a Database using a Wizard

Module 2: Fundamentals

- Questions to ask before You Start
- Approaches to Database Design
- Gather Information
- A Few Words about Naming Conventions
- Normalization
- Table Relationships

Module 3: Tables and Their Views

- Definition and Purpose
- Datasheet View
- Design View

Module 4: Tables

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

Module 5: Queries

- Queries
- Select Queries



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

Module 6: Forms

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

Module 7: Reports

- Reports
- Report Wizard

Module 8: Optional: Databases and Access Terms

- Database Defines
- Databases Vs Spreadsheets
- Access Vs Excel
- Relational Database Defined
- RDBMS Defined
- Creating a Relationship
- · Benefits and Limitations of Access

Module 9: Relationships

- Review
- Referential Integrity
- Relationships
- A Few Words About Naming Conventions

Module 10: Queries

- Query Design View
- Review of Select Queries
- Review of Select Queries with Criteria



- Logical Operators
- Parameter Queries
- Action Queries

Module 11: Tables Functions

- Importing Data
- Linking Tables from External Sources
- Import Tables from Other Data Sources
- Tables from Templates and Application Parts

Module 12: Forms

- Design View
- Formatting
- Tab Order
- Create Forms with Application Parts
- Creating a Subform
- Alter a Form

Module 13: Reports

- Design View
- Report Sections
- Arranging Fields on a Report
- Resizing the Detail Section
- Grouping and Sorting
- Setting Properties on a Report
- Special Report Fields
- Controls
- Sub reports
- Application Parts
- Deleting a Report
- Formatting a Report

Module 14: Macros

- Macro Basics
- · Running a Macro





Module 15: Completing the Desktop Application

- The Navigation Form
- Running Macros from a Navigation Form
- Setting the Navigation Form as the Default Form
- Splitting the Database
- Distributing the Front End Database
- Database Maintenance