

# Course Outline | Access Introduction

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1 day(s)

## Overview

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, like research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility such as time reporting or recording a sale. But virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® outlook can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access outlook to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## Target Student

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access outlook, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

## Prerequisites

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

## Course Outline

### Access Database Concepts

- What is a database?
- Database examples
- What is a relational database?
- What is a table?
- What is a record (row)?
- What is a field (column)?
- What is data?
- The difference between data and information
- Data types
- Common uses of large-scale databases
- Keeping data discrete
- Each field should contain only one item
- Database designers, database administrators and database users

### Opening A Database & Security Issues

- Opening a database within your samples older
- Trusted locations – using the trust center
- Setting the default folder location within Access

### Tables, Fields And Fields Types

- Creating a new blank database
- Adding fields and setting the field type

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- About Access data types
- Closing and naming a table

## Table Navigation & Modification

- Opening a table within a database
- Switching between 'datasheet view' and design view
- Adding records to a table
- Saving the changes made to a table
- Navigating through records within a table
- Adjusting the column width
- Automatically resizing a column width to fit contents
- Moving a column to rearrange the column order

## Access Field Properties

- Field properties
- Input masks
- Validating numbers
- Validating dates
- Data entry required / not required
- Field properties – reference materials
- Field properties – logical operators
- Field properties – validation rule examples
- Field properties – general
- Field properties – format
- Field properties – input mask characters
- Field properties – input mask examples

## Manipulating Tables & Records

- Renaming a table
- Editing data within a record
- Deleting data within a record
- Using the undo command
- Deleting a single record
- Deleting multiple records
- Using save as to back up the database using a different file name
- Deleting a table

## Access Primary Keys & Indexing

- Defining a primary key
- Indexing - reference notes
- Creating a single-field index
- Creating a multiple-field index
- Deleting multi-field indexes

## Filtering Within Access

- Text filters
- Applying a single filter
- Clearing a single filter
- Creating multiple filters
- Clearing multiple filters

## Sorting Within Access

- Sorting records a-z
- Sorting records z-a
- Removing a sort

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- Sorting on multiple fields

## Searching Within Access

- Searching through records
- Access 2016 relationships
- Table relationships
- One-to-many relationship
- Many-to-many relationship
- One-to-one relationships
- Creating relationships between tables
- About referential integrity
- Enabling referential integrity
- Cascade options
- Cascade update related fields
- Cascade delete related records
- Enabling cascade options
- Deleting relationships

## Access Forms

- Forms Overview
- Creating forms
- Modifying forms
- Modifying a form title
- Changing a form logo
- Modifying a form label
- Saving a form
- Form View
- Adding and formatting attachments
- Modifying data within records
- Deleting records using a form
- Adding records using a form
- Adding or deleting text in a record using a form
- Closing forms
- Opening forms
- Deleting a form
- Filtering a form
- Removing a filter from a form
- Inserting and modifying a form header
- Inserting and modifying a form footer