

Access 2000 Introduction

1 day course

Overview

Students will learn the basic skills necessary to begin using Access 2000. They will design and create databases, tables, queries, forms, and reports.

Prerequisites

Windows Introduction or equivalent knowledge.

Benefits

Students learn how to create and use database objects, including tables, queries, forms, and reports.

Target student

Students should already understand the basic concepts involved in working with a personal computer (PC). For example, students should be familiar with terms such as computer memory, data files, and program files. No prior knowledge of databases or Access is assumed.

What's next

Access 2000 Introduction is the first course in this series. Access 2000 Intermediate, the next course in this series, teaches students how to enhance their database designs by using the principles of normalization and table relationships. Students also learn how to query multiple tables for data that is used in customized forms and reports. Students who want to learn advanced features can take the third course in this series, Access 2000 Advanced. In that course, students learn to create advanced queries, create more efficient forms and reports, and work with macros. The final course in this series, Access 2000 VBA Programming, teaches students to create custom applications.

Course Content:

Overview of Access 2000

- Introduction to database concepts and terminology
- An introduction to Access 2000
- Database planning and design

Creating tables

- Examining a table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of primary keys

Working with tables

- Modifying a table using Design view
- Finding and editing records
- Filtering and sorting records

Creating and using select queries

- Creating a Select query to view specific fields
- Specifying criteria in a query to view specific records
- Using queries to perform calculations
- Joining tables in a query

Creating and using forms

- Creating a form with the Form Wizard
- Modifying the form design
- Using a form to locate and organise information
- Multiple-table forms

Creating and using reports

- Creating a report with the Report Wizard
- Creating a report that contains totals

Database maintenance

- Creating a database
 - Managing a database and its objects
 - Database maintenance
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