



**Microsoft Office Access
Basic
Course Outline**



Exploring the Microsoft Office Access Environment

Examine Database Concepts
Explore the User Interface
Use an Existing Access Database
Customize the Access Environment
Obtain Help

Designing a Database

Describe the Relational Database Design Process
Define Database Purpose
Review Existing Data
Determine Fields
Group Fields into Tables
Normalize Data
Designate Primary and Foreign Keys
Determine Table Relationships

Building a Database

Create a New Database
Create a Table
Manage Tables
Create a Table Relationship
Save a Database as a Previous Version

Managing Data in a Table

Modify Table Data
Sort Records
Work with Subdatasheets

Querying a Database

Filter Records
Create a Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform Calculations on a Record Grouping

Designing Forms

View Data Using an Access Form
Create a Form
Modify the Design of a Form