



**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