



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8019
Course Name: Microsoft Access, Level 1
Course Length: 7 Hours

Last Revised On: 6/30/08

Description:

In this course, the student will be introduced to the concept of the relational database by using the Microsoft® Office Access relational database application and its information management tools. Students will create tables, set relationships, query tables and design simple forms and reports using Wizards.

Objectives:

- Examine the Microsoft Office Access database application.
- Manage the data in a database.
- Examine existing table relationships.
- Query the database.
- Design simple forms.
- Create and modify Access reports.

Content:

1. An overview of Access
 - Understand Relational Databases
 - Examine the Access Environment
 - Open the Database Environment
 - Examine an Access Table
2. Managing Data
 - Examine an Access Form
 - Add and Delete Records
 - Sort Records
 - Display recordsets
 - Update records
 - Run a report
3. Establishing table relationships
 - Identify Table Relationships
 - Identify Primary and Foreign Keys in the Relationships Window
 - Work with subdatasheets



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4. Querying the database
 - Create a select query
 - Add a calculated field to a query
 - Perform a calculation on a record grouping

5. Designing Forms
 - Examine Form Design Guidelines
 - Create a form using AutoForm
 - Create a Form Using the Form Wizard
 - Modify the design of a form

6. Producing reports
 - Create an AutoReport
 - Create a Report by Using the Wizard
 - Examine a report in design view
 - Add a calculated field to a report
 - Modify the format properties of a control
 - AutoFormat a report
 - Adjust the width of a report

Prerequisites:

- Intro to the PC and Windows or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of Skills: YES