



# CENTRAL PIEDMONT COMMUNITY COLLEGE

## CORPORATE & CONTINUING EDUCATION

**Course Number:** DPT8039  
**Course Title:** Microsoft Access, Level II  
**Course Hours:** 7 Hours

*Last Revised On:* 6/30/08

### **Description:**

In this course students will learn how to design and create a new Access database, how to improve queries, forms and reports; and how to share Access data with other applications.

**Objectives:** Upon successful completion of this course, students will be able to:

- Follow the steps required to properly design a simple database.
- Create a new database with related tables.
- Design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft Access with other applications.

### **Content:**

1. Planning a Database
  - Design a Relational Database
  - Identify Database Purpose
  - Review Existing Data
  - Determine Fields
  - Group Fields into Tables
  - Normalize the Data
  - Designate Primary and Foreign Keys
2. Building the Structure of a Database
  - Create a New Database
  - Create a Table Using a Wizard
  - Create Tables in Design View
  - Create Relationships between Tables
3. Controlling Data Entry
  - Restrict Data Entry with Field Properties
  - Create an Input Mask
  - Create a Lookup Field
4. Finding and Joining Data
  - Find Data with Filters
  - Create Query Joins



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- Join Unrelated Tables
  - Relate Data Within a Table
5. Creating Flexible Queries
- Set Select Query Properties
  - Create Parameter Queries
  - Create Action Queries
6. Improving Your Forms
- Enhance the Appearance of a Form
  - Restrict Data Entry in Forms
  - Add Command Buttons
  - Create a Sub-form
7. Customizing Your Reports
- Organize Report Information
  - Set Report Control Properties
  - Control Report Pagination
  - Summarize Information
  - Add a Sub-report to an Existing Report
  - Create Mailing Labels
8. Expanding the Reach of Your Data
- Publish Access Data as a Word Document
  - Analyze Access Data in Excel
  - Export Data to a Text File
  - Merge Access Data with a Word Document

### **Prerequisites:**

- Access Level I or equivalent experience.

### **Method of Instruction:**

- Lecture, demonstration and hands-on use

### **Evaluation:**

- Exam: No
- Class Participation: Yes



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- Demonstration of skills: Yes