



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7409
Course Name: Microsoft Access - Introduction
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

This course will give the students the basic knowledge to create basic tables, perform simple queries and utilize the form and report wizards.

Objectives:

- Getting Started with Access
- Building and Using Queries
- Using Forms
- Using Reports
- Modifying the Database Structure
- Creating Multiple Table Queries
- Enhancing Forms
- Analyzing Data with Reports

Content:

1. Getting Started with Access
 - Understanding Relational Databases
 - Opening a Database
 - Entering and Editing Data
 - Creating a Database
 - Creating a Table
 - Creating Primary Keys
 - Relating Two Tables
 - Printing a Datasheet
2. Building and Using Queries
 - Creating a Query
 - Using Query Design View
 - Modifying Queries
 - Sorting and Finding Data
 - Filtering Data
 - Applying AND Criteria
 - Applying OR Criteria
 - Formatting a Datasheet



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3. Using Forms

- Creating a Form
- Using Form Layout View
- Using Form Design View
- Adding Fields to a Form
- Modifying Form Controls
- Creating Calculations
- Modifying Tab Order
- Inserting an Image

4. Using Reports

- Previewing a Report
- Using the Report Wizard
- Using Report Design View
- Using Report Selections
- Adding Subtotals and Counts
- Resizing and Aligning Controls
- Precisely Moving and Resizing Controls
- Formatting a Report
- Changing Page Layout

5. Modifying the Database Structure

- Examining Relational Databases
- Designing Related Tables
- Creating One-to-Many Relationships
- Creating Lookup Fields
- Modifying Text Fields
- Modifying Number and Currency Fields
- Modifying Date/Time Fields
- Modifying Validation Properties
- Creating Attachment Fields

6. Creating Multiple Table Queries

- Building Select Queries
- Using Multiple Sort Orders
- Developing AND Criteria
- Developing OR Criteria
- Creating Calculated Fields
- Building Summary Queries
- Building Crosstab Queries
- Building PivotTables and PivotCharts



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7. Enhancing Forms

- Creating Subforms
- Modifying Subforms
- Creating Split Forms
- Adding Tab Controls
- Adding a Combo Box for Data Entry
- Adding a Combo Box for Find Records
- Adding Option Groups
- Adding Command Buttons

8. Analyzing Data with Reports

- Creating Summary and Parameter Reports
- Applying Conditional Formatting
- Adding Lines
- Using the Format Painter and AutoFormats
- Adding Subreports
- Modifying Section Properties
- Using Domain Functions
- Using Database Templates
- Using Table Templates

Prerequisites:

- Introduction to the PC and Windows or equivalent experience

Method of Instruction:

- Lecture, demonstration and hands-on use

Evaluation:

- Exam: NO
- Demonstration of Skills: Yes
- Class Participation: Yes