

Access 2010/2013 Creating the Table Structure

Audience	This course is intended for learners who have a basic understanding of Access through the use of simple, single criteria queries. They should know how to view, add and edit data in a table.
Description	<p>The course uses a combination of lecture, hands-on practice, and independent exercises to begin an understanding of Access. The course emphasizes the use of Access through commands not wizards.</p> <p>The focus of this course is to learn how to use Access more efficiently through commands and an awareness of multiple table database design. Students learn to print data in the tabular "datasheet" format; query for data using multiple criteria; and design and create tables.</p>
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Design queries to search for a range of values■ Querying with "And" and "Or" criterion■ Create a database, tables, and columns■ Determine how data is displayed in a datasheet■ Print a datasheet
Length	3.5 hours
Beyond this Level	When you have successfully completed this class, you should consider attending Access Level 2. Level 2 introduces all table properties; the value of indexing; creating a list of choices when inputting data; creating calculations (expressions) and functions; creating queries to prompt the user; and exporting and importing to other Office programs and ASCII file formats. Be sure to leave time for practice before your next class!

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| I. Query with Multiple Criteria | D. Selecting Field Data Types & Properties |
| A. Searching for a Range of Values | E. Saving a Table |
| B. Searching for Multiple Values in a Single Field | F. The Primary Key Field |
| C. Using "And" Criterion in Multiple Fields | G. Inserting a Field |
| D. Using "Or" Criterion in Multiple Fields | H. Moving a Field |
| E. Deleting and Inserting Criteria Rows | I. Deleting a Field |
| | J. Renaming a Field |
| II. Building the Database/Tables | III. Formatting and Printing a Datasheet |
| A. Creating a Database | A. Changing the Field Width |
| B. Creating a Table | B. Changing the Record Height |
| C. Naming a Field in a Table | C. Freezing Fields on the Screen and Printout |



- D. Formatting Cells
- E. Printing a Table or Query
- F. Changing the Page Setup
- G. Exporting a Table or Query
- H. Changing the Font (Optional)
- I. Moving a Field (Optional)
- J. Hiding a Field (Optional)
- K. Unhiding a Field (Optional)