

# Access 2007/2010 Level 1

- Audience** This course is intended for the person who has minimal or no experience with Microsoft Access or who has predominantly used the wizards with any version of Access. (Wizards allow quick and productive use of Access by new users. However, since the wizards create the database objects, the user can have difficulty customizing the objects to their needs.) Individuals should be familiar with the personal computer and Windows.
- Description** 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.
- The focus of this course is to learn how to use Access more efficiently and productively through commands and an awareness of multiple table database design. It is intended to not only show the student the wide range of problem solving that is available in Access, but to allow them to gain techniques that master database processes. Students learn to view, edit, and print data in the tabular "datasheet" format. They are shown how to sort and select specific rows and columns to view. They design and create tables.
- Objectives** Upon successful completion of the class, students should be able to:
- Understand what a database is and why it is needed
  - Open and close a database
  - View and edit data in a datasheet
  - Select columns to be viewed
  - Sort data in one or more columns
  - Select rows in a datasheet using logical, wildcard, null, and, and or criteria
  - Create a database, tables, and columns
  - Manipulate how the data is displayed in a datasheet
  - Print a datasheet
- Length** 1 day
- Beyond this Level** When you have successfully completed this class, the next class you should consider is 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 applications and ASCII file formats. Be sure to leave time for practice before registering for the next level.



## **I. Getting Started**

- A. Why Use a Database?
- B. What Does a Database Consist of?
- C. Starting Access
- D. Opening a Database
- E. Understanding the Screen
- F. Using the Navigation Pane
- G. Giving Commands
- H. Closing a Database and the Application
- I. Opening a Table
- J. Closing a Table
- K. Displaying Records with the Mouse/Keyboard
- L. Editing and Deleting Data in a Record
- M. Adding Data in a Table
- M. Deleting a Record from a Table
- N. Finding Data

## **II. Basic Query**

- A. What is a Query?
- B. Opening and Closing a Query
- C. Designing a Query
- D. Switching Between Design and Datasheet
- E. Creating a Query
- F. Adding and Removing a Table from a Query
- G. Adding a Field in a Query
- H. Deleting a Field in a Query
- I. Saving a Query

## **III. Sorting in a Query**

- A. Sorting Data with Visible Columns
- B. Moving the Fields in a Query
- C. Adding All Fields in a Query
- D. Deleting All Fields in a Query
- E. Sorting Data with Hidden Columns
- F. Quick Sort

## **IV. Query with Single Criterion**

- A. Selecting the Records in a Query
- B. What is a Value?
- C. Clearing a Single Criterion
- D. Using Logical Criteria
- E. Using Wildcards in Criteria
- F. Searching for No Value (Nulls)
- G. Using Criteria with Hidden Columns

## **V. Query with Multiple Criteria**

- A. Searching for a Range of Values
- B. Searching for Multiple Values in a Single Field
- C. Using "And" Criterion in Multiple Fields
- D. Using "Or" Criterion in Multiple Fields
- E. Deleting and Inserting Criteria Rows

## **VI. Building the Database/Tables**

- A. Creating a Database
- B. Creating a Table
- C. Naming a Field in a Table
- D. Selecting Field Data Types and Properties
- E. Saving a Table
- F. The Primary Key Field
- G. Inserting a Field
- H. Moving a Field
- I. Deleting a Field
- J. Renaming a Field

## **VII. Formatting and Printing a Datasheet**

- A. Changing the Field Width
- B. Changing the Record Height
- 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)