

Access 2010/2013 Level 1

Audience	This course is intended for the person who has little or no experience with Microsoft Access. Learners should be familiar with the personal computer and Windows.
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 view, edit, and print data in the tabular "datasheet" format; they are shown how to sort and select specific rows and columns to view; and they will 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">■ 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■ Determine how data is displayed in a datasheet■ Print a datasheet
Length	1 day
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!

I. Getting Started	E. Understanding the Screen
A. Why Use a Database?	F. Using the Navigation Pane
B. What Does a Database Consist of?	G. Giving Commands
C. Starting Access	H. Closing a Database and the Application
D. Opening a Database	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 & 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)