

Access 2007/2010 Creating the Table Structure - Online

Audience	This course is intended for people who are familiar with any version of Microsoft Access. You should have created a simple database; entered and edited data; and created basic queries. You must be able to add, move, and delete fields from a designed query; sort data through a query; and apply logical, wildcard, and null criteria to limit the records in a query. You should also understand the use of the criteria words - Like, Between, and OR.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to learn to use access more efficiently and productively. Students learn to view, edit, and print data in the tabular "datasheet" format. You are shown how to format a datasheet and adjust the column widths. You design, create, and print tables and define permanent relationships between tables. Issues pertaining to exporting and importing data are also considered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Create a database, tables, and columns■ Create outer join, multiple join, and no join queries■ Define permanent relationships between tables■ Manipulate how the data is displayed in a datasheet■ Print a datasheet■ Export and import data to Access, Excel, and PDF data formats
Length	3 hours

I. Building the Database/Tables

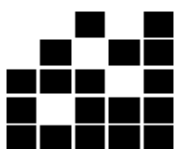
- A. Creating a Database
- B. Creating a Table
- C. Naming a Field in a Table
- D. Selecting Field Data Types and Properties
- E. Saving a Table
- F. The Primary Key Field
- G. Inserting a Field
- H. Moving a Field
- I. Deleting a Field
- J. Renaming a Field

- K. Identifying Field Size

- L. Formatting Fields

II. Setting up Relationships

- A. Creating Multiple Source Queries
- B. What are Relationships?
- C. Expanding/Collapsing Subdatasheets
- D. Enforcing Referential Integrity
- E. Using Cascading Updates and Deletes
- F. Specifying Join Types



III. Formatting and Printing a Datasheet

- A. Formatting Cells
- B. Adjusting Column Width
- C. Printing a Table or Query

IV. Exporting and Importing Data

- A. Importing an Access Table from a Database
- B. Import and Linking an Excel Spreadsheet into an Access Database
- C. Export data from an Access database into an Excel Document
- D. Export data from an Access database into a PDF file