



## Microsoft® Access Level 1 (Basic)

**Course Length: One Day**

Prerequisites: Intro to PC's or basic computer knowledge.

### ***Course Description***

This course is designed for students with limited Access experience who want to learn more advanced techniques such as how to use the Table Wizard, AutoForm, the Report Wizard, and filtering.

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#### **Unit 1: Getting started**

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help
- Topic D: Closing a database and Access

#### **Unit 2: Databases and tables**

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

#### **Unit 3: Fields and records**

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

#### **Unit 4: Data entry rules**

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules
- Topic D: Using indexes

#### **Unit 5: Simple queries**

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

#### **Unit 6: Using forms**

- Topic A: Creating forms
- Topic B: Using the Form Wizard
- Topic C: Using Design view
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#### **Unit 7: Working with reports**

- Topic A: Creating reports
- Topic B: Modifying and printing reports

#### **Appendix A: MOS exam objectives map**

- Topic A: Comprehensive exam objectives



### ***Course Objectives***

At the end of this course, students will be able to:

- Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature.
- Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.
- Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records.
- Set field properties; create input masks; set validation rules; and create single and multiple-field indices.
- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to find, sort, and filter records.
- Create reports by using AutoReport, the Report Wizard, Design view, and queries; and modify and print report.