



Access XP: Level 1

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Lesson 1: Working with a Relational Database

- Identify Uses of a Relational Database
- Define Database Terminology
- Create a New Database Based on a Template
- Examine the New Database

Lesson 2: Planning a Database

- Identify Database Purpose
- Review Existing Data To Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys
- Identify Table Relationships

Lesson 3: Building the Basic Structure

- Create a Blank Database
- Create a Table using a Wizard
- Compare Datasheet and Design Views
- Create Tables in Design View
- Create Relationships between Tables

Lesson 4: Working with Tables

- Modify a Table Design
- Work in Datasheet View
- Work with Subdatasheets

Lesson 5: Creating and Working with Select Queries

- Examine a Query
- Create a Query using a Wizard
- Work in Query Design View
- Select Records
- Edit Values in a Query Datasheet
- Add a Calculated Field to a Query
- Perform a Calculation for a Group of Records

Lesson 6: Creating and Using Forms

- Create AutoForms
- Create a Form Using a Wizard
- Modify the Design of the Form
- Use Forms to Work with Data

Lesson 7: Creating and Using Reports

- Create an AutoReport
- Create a Report Using a Wizard
- Examine a Report in Design View
- Create a Calculated Field
- Change the Format of a Control
- Change the Style of a Report
- Adjust Report Width

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