

Course Specifications

**Course:**

**Access Part 1**

**Duration:**

1 Day

## Access Part 1

### Description:

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access productively and efficiently. After an introduction to the Access environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

### Prerequisites:

To ensure your success, you will need to be familiar with using personal computers, including a mouse and keyboard. You should be comfortable in the Windows environment and proficient in using Windows to access programs, navigate to information stored on the computer, and manage files and folders.

### Table of Contents:

#### Unit 1: Getting started

Topic A: Database Concepts  
Topic B: Exploring the Access environment

#### 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

#### Unit 5: Basic queries

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

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**Unit 6: Using forms**

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

**Unit 7: Working with reports**

Topic A: Creating reports

Topic B: Modifying and printing reports

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