

## **COURSE: MS ACCESS**

### **UNIT 1: Getting Started with Access**

- 1.1. Understanding Microsoft Access
- 1.2. Create a Simple Access Database
  - 1.2.1 Starting access
  - 1.2.2 Creating a new blank database
  - 1.2.3 Opening an existing database file
  - 1.2.4 Understanding the access screen
  - 1.2.5 Using the ribbon
  - 1.2.6 Working with the navigation pane
  - 1.2.7 Closing a database file
  - 1.2.8 Exiting from access
- 1.3. Get Help and Configure Options in Microsoft Access

### **UNIT 2: Working with Table Data**

- 2.1. Create a Table
  - 2.1.1. Understanding how access stores data
  - 2.1.2. Understanding access data types
  - 2.1.3. Defining the primary key
  - 2.1.4. Saving and closing a table
  - 2.1.5. Viewing table relationships
- 2.2. Modify Table
  - 2.2.1. Opening an existing table
  - 2.2.2. Adding fields to an existing table
  - 2.2.3. Understanding field properties
  - 2.2.4. Changing field size
  - 2.2.5. Changing field names
  - 2.2.6. Changing decimal places
  - 2.2.7. Changing date formats
  - 2.2.8. Indexing fields
  - 2.2.9. Deleting fields from a table
  - 2.2.10. Copying a table within a database
  - 2.2.11. Deleting a table from a database file

- 2.3. Working with Table data or Records
  - 2.3.1. Table navigation
  - 2.3.2. Navigating to a specific record
  - 2.3.3. Editing a record
  - 2.3.4. Deleting record data
  - 2.3.5. Undoing a change
  - 2.3.6. Deleting a record
  - 2.3.7. Deleting several records
  - 2.3.8. Searching in a table
  - 2.3.9. Searching in a field
  - 2.3.10. Finding and replacing
  - 2.3.11. Printing records from a table
  - 2.3.12. Compacting a database
  
- 2.4. Sort and Filter Records
  - 2.4.1. Simple sorting
  - 2.4.2. Sorting on several fields
  - 2.4.3. Simple filtering
  - 2.4.4. Working with filters
  - 2.4.5. Filtering between dates

### **UNIT 3: Querying a Database**

- 3.1. Create Basic Queries
  - 3.1.1. Understanding queries
  - 3.1.2. Creating a query design
  
- 3.2. Sort and Filter Data in a Query
  
- 3.3. Working with a query
  - 3.3.1. Perform Calculations in a Query
  - 3.3.2. Changing a query design
  - 3.3.3. Applying record criteria
  - 3.3.4. Clearing selection criteria
  - 3.3.5. Saving a query
  - 3.3.6. Running queries from the navigation pane
  - 3.3.7. Deleting a query

### 3.4. Querying Techniques

- 3.4.1. Modifying a saved query
- 3.4.2. Creating and queries
- 3.4.3. Creating or queries
- 3.4.4. Querying numeric data
- 3.4.5. Querying dates
- 3.4.6. Using a range expression
- 3.4.7. Querying opposite values
- 3.4.8. Moving fields in a query
- 3.4.9. Sorting query data
- 3.4.10. Removing fields from a query
- 3.4.11. Querying using wildcards
- 3.4.12. Problem characters
- 3.4.13. Querying with a lookup table
- 3.4.14. Sorting query data numerically
- 3.4.15. Displaying null values
- 3.4.16. Querying for uniqueness

### 3.5. Multi table queries

- 3.5.1. Understanding relational queries
- 3.5.2. Creating a relational query design
- 3.5.3. Filtering a relational query
- 3.5.4. Filtering related fields
- 3.5.5. Adding more tables and fields
- 3.5.6. Utilizing hidden fields
- 3.5.7. Understanding query joins
- 3.5.8. Creating an inner join
- 3.5.9. Creating a left outer join
- 3.5.10. Creating a right outer join