111-P25-CE

In-Class

16 hours

Course Description:

This Introduction to Microsoft Access training class is designed for participants with no prior experience in database management to gain the ability to understand basic database concepts, design and create databases and tables, query those tables, and create forms and reports, given access to Microsoft Access software, with a foundational level of proficiency.

Target Audience:

This course is intended for participants who have little or no familiarity with Microsoft Access or more experienced Access users who want to learn the topics covered in this course in the interface.

Course Objectives:

- Identify the concept of a database.
- Identify the components of the Access Ribbon.
- Use common approaches to database design.
- Demonstrate how to use Datasheet view.
- Create an Access database.
- Formulate queries in Access.
- Design a form in Access.
- Create a report using the Report Wizard.

Course Outline:

Module 1: Databases and Access Terms

- Definition of database.
- Comparison between database and spreadsheets.
- Comparison between Access and Excel.
- Definition of Relational database.
- Definition of Relational Database Management System.
- Access is a relational database management system (RDBMS).
- Creating a Relationship.
- Benefits and Some Limitations of Access.

Module 2: Quick Overview of the Access User Interface

- Access ribbon and context tabs in the ribbon.
- Quick Access Toolbar.
- Navigation Pane.
- Access Work Surface.
- Object Overview
- Process Overview.
- Creating databases using a wizard.

Module 3: Access Fundamentals

- Some questions to consider before you create a database application.
- Common approaches to database design are top-down and bottom-up.
- Data Mapping
- About naming conventions for tables and other objects.
- Normalization.
- Table Relationships.

Module 4: Tables and Their Views

- Definition and Purpose.
- Datasheet view.
- Design view.

Module 5: Tables

- Creating an Access database.
- Data Types.
- Creating a Table in Design View.

Module 6: Queries

- Queries.
- Select Queries.
- Select Queries with Criteria.
- Logical Operators.
- Group and Total with Queries.

Module 7: Forms

- Forms.
- Alter a Form.

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- Form Record Navigation.
- Layout View and Design View.
- One-Click Forms.
- Form Wizard.

Module 8: Reports
- Reports.
- One-Click Report.
- Report Wizard.

Assessment and Attendance Strategy:
- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

Upon Successful Completion of this Course, participants will obtain:
1.3 CEUs

Course Language:
- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

Prerequisites:
In addition to their professional experience, Participants who attend this training should already have the following technical knowledge:
- Basic Computer Skills.
- Familiarity with Excel can be helpful.

This program entitles you to attend:
Microsoft Access™ – Level II