

## Course Overview:

This course is for those people who are new to working with an Microsoft Access database. In this course you will learn to create simple tables, forms, queries and reports. By the end of the course you will have the skills to be able to create a functional database.

## Course Content:

### Design a Table

- Design a table with various field types and properties to collect data.

### Design a Form

- Create a simple form based on a table to display the fields in a more user-friendly environment.
- Use the formatting commands to design your form.
- Use the property sheet or callouts located next to each section or control to design your form.
- Create your own AutoFormats for future forms.

### Create Queries

- Create select queries using wildcards and operators to extract information that you have collected on your table.
- Create a calculated field in a query.
- Run Delete and Update queries.
- Create calculated fields in a query.
- Create summary queries using SUM, AVERAGE, MAX AND MIN to summarize data.

### Set up Relationships

- Set up simple relationships between tables based on a key field.
- Display related tables in a query.

### Create a Report

- Create a simple report based on tables or queries to display your data.
- Place a calculated control on a report.

### Validations and Restrictions

- Add validations, restrictions and input masks on fields to ensure data is consistent.

### Mail Merge

- Create a query in Microsoft Access that is based on two tables and then merge the query into a Word letter.