



## **Microsoft Office Access Basic Course Outline**

### **Exploring the Microsoft Office Access Environment**

- Examine Database Concepts
- Explore the User Interface
- Use an Existing Access Database
- Customize the Access Environment
- Obtain Help

### **Designing a Database**

- Describe the Relational Database Design Process
- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data
- Designate Primary and Foreign Keys
- Determine Table Relationships

### **Building a Database**

- Create a New Database
- Create a Table
- Manage Tables
- Create a Table Relationship
- Save a Database as a Previous Version

### **Managing Data in a Table**

- Modify Table Data
- Sort Records
- Work with Subdatasheets

### **Querying a Database**

- Filter Records
- Create a Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform Calculations on a Record Grouping

### **Designing Forms**

- View Data Using an Access Form
- Create a Form
- Modify the Design of a Form