

Access 365 Level 1 Outline

TABLE OF CONTENTS

ACCESS 365 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 365?

LESSON 1 - ACCESS BASICS

- 1.1 UNDERSTANDING DATABASES
- 1.2 USING DATABASE TEMPLATES
- 1.3 OPEN AN EXISTING DATABASE
- 1.4 THE ACCESS ENVIRONMENT
- 1.5 A LOOK AT TABLES
- 1.6 A LOOK AT FORMS
- 1.7 A LOOK AT QUERIES
- 1.8 A LOOK AT REPORTS
- 1.9 CREATING A BLANK DATABASE
- 1.10 SETTING ACCESS OPTIONS
- 1.11 USING HELP
- 1.12 USING TELL ME TO OBTAIN HELP

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TABLES

- 2.1 CREATING A TABLE USING APPLICATION PARTS
- 2.2 ENTERING DATA INTO A TABLE
- 2.3 ADDING NEW FIELDS TO A TABLE
- 2.4 CREATING A TABLE FROM SCRATCH
- 2.5 SETTING A PRIMARY KEY
- 2.6 CHANGING COLUMN WIDTH AND ROW HEIGHT
- 2.7 REARRANGING FIELDS
- 2.8 INSERTING AND DELETING FIELDS
- 2.9 CHANGING FIELD PROPERTIES
- 2.10 DESIGNING IN DATASHEET VIEW

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH DATA

- 3.1 EDITING DATA

- 3.2 FORMATTING TABLE DATA
- 3.3 IMPORTING EXCEL DATA INTO AN EXISTING TABLE
- 3.4 IMPORTING A TEXT FILE INTO A NEW TABLE
- 3.5 SELECTING AND DELETING RECORDS
- 3.6 SORTING RECORDS
- 3.7 FINDING AND REPLACING DATA
- 3.8 FILTERING DATA BY SELECTION
- 3.9 FILTERING DATA BY FORM
- 3.10 USING COMMON FILTERS
- 3.11 HIDING/UNHIDING COLUMNS
- 3.12 FREEZING COLUMNS
- 3.13 REARRANGING COLUMNS
- 3.14 DISPLAYING COLUMN TOTALS IN A DATASHEET

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH QUERIES

- 4.1 WORKING IN QUERY DESIGN VIEW
- 4.2 CREATING A QUERY IN DESIGN VIEW
- 4.3 ADDING FIELDS TO A QUERY
- 4.4 REMOVING FIELDS FROM A QUERY
- 4.5 SAVING A QUERY
- 4.6 RUNNING A QUERY
- 4.7 ADDING CRITERIA TO A QUERY
- 4.8 SPECIFYING MULTIPLE CRITERIA
- 4.9 SORTING DATA IN A QUERY
- 4.10 MOVING COLUMNS IN A QUERY
- 4.11 USING THE QUERY WIZARD

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - CREATING FORMS

- 5.1 USING THE FORM WIZARD
- 5.2 ENTERING DATA INTO A FORM
- 5.3 A LOOK AT DESIGN VIEW
- 5.4 ADDING A FIELD TO A FORM
- 5.5 CHANGING CONTROL PROPERTIES
- 5.6 USING LAYOUT VIEW
- 5.7 FINDING RECORDS IN A FORM

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - CREATING REPORTS

- 6.1 CREATING A BASIC REPORT

- 6.2 APPLYING A THEME TO A REPORT
- 6.3 USING THE REPORT WIZARD
- 6.4 REPORT VIEW AND LAYOUT VIEW
- 6.5 A LOOK AT DESIGN VIEW
- 6.6 MODIFYING REPORT SETUP
- 6.7 PRINTING REPORTS
- 6.8 USING THE LABEL WIZARD

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

CLASS PROJECT – EMPLOYEE DATABASE

INDEX