

Access – Level One

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. The following course content details what will be covered in this class.

Level One

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|------------------------------------|------------------------------------|
| Database Concepts | Using Wildcards |
| Access Basics (Screen, Menu, Help) | Form vs Table View |
| Using the Office Assistant | Viewing Multiple Tables |
| Opening/Saving/Closing a File | Changing a Table Image |
| Viewing a Table | Assigning Captions |
| Editing a Table | Sorting |
| AutoCorrect and Spell Checking | Printing a View |
| Creating a Primary Key | Page Setup and Printing |
| Changing Field Sizes | Creating and Restructuring a Table |
| Converting Field Types | Filtering and Finding Data |
| Creating Queries | Creating Reports |
| Saving/Opening Queries | |

Access – Level Two

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. The following course content details what will be covered in these classes.

Course Outline

Importing External Data
Custom Display Formats
Input Masks
Setting Default values
Using the Expression Builder
Creating Validity Rules & Validity Text
Compound Queries
Creating calculated Fields
Using Summary Operators

Querying Multiple Tables
Action Queries
Customizing Forms
Creating Custom Reports
Saving/Opening Reports
Creating Custom Forms
Saving/Opening Forms
File Management
Database Properties

Access – Advanced

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. The following course content details what will be covered in these classes.

Course Outline

- Parameter and action queries
- Query joins and crosstab queries
- Organizing field placement on a form
- Using functions to control form data
- Adding an option group to a form
- Using a form as the user interface
- Creating a subform
- Automating forms with macros
- Customizing a report
- Mailing and other types of labels

Access - Introduction to Programming

Course Outline

Planning an Application
Examining a Completed Application
Developing a Distributed Application Design
Adding Command Buttons to Navigate
Creating a Macro Group
Customizing an Unbound Form to Behave like a Dialog Box
Documenting a Macro Group
Using the Switchboard Manager
Setting Database Startup Properties
Using a Macro Group to Show and Hide a Toolbar
Creating a Custom Menu Bar for a Form
Startup Properties for Toolbars and Menu Bars

Creating a Form as a Splash Screen
Automating the Splash Screen Form
Displaying a Splash Screen at Startup
Creating a Public Function
Adding General Procedures in a Form Module
Creating Event Procedures
Security Overview
Creating User-level Security
Securing a Database with a Password
Distributing the Secured Application