ACCES LEVEL 1 – 2 day class

Create and manage a database

- Create and modify databases
  - Create a blank desktop database
  - Create a database from a template
  - Delete database objects
- Navigate through a database
  - Navigate specific records
  - Change views of objects
- Print and export data
  - Print reports
  - Print records

Build tables

- Create tables
  - Create a table
  - Create a table from a template with application parts
- Manage tables
  - Hide fields in tables
  - Add total rows
  - Rename tables
- Manage records in tables
  - Update records
  - Add records
  - Delete records
  - Find and replace data
  - Sort records
  - Filter records
- Create and modify fields
  - Add fields to tables
  - Change field captions
  - Change field sizes
  - Change field data types
  - Configure fields to auto-increment
  - Delete fields

Create queries

- Create a query
  - Run a query
  - Save a query
- Modify a query
  - Rename a query
  - Add fields
  - Remove fields
  - Hide fields
  - Sort data within queries
  - Format fields within queries

- Create calculated fields and grouping within queries
  - Add calculated fields
  - Set filtering criteria
  - Group and summarize data
  - Group data by using comparison operators
  - Group data by using arithmetic and logical operators

Create forms

- Create a form
  - Create a form
  - Create a form from a template with application parts
  - Save a form
- Configure form controls
  - Add form controls
  - Modify data sources
  - Remove form controls
  - Set form control properties
- Format a form
  - Configure Print settings
  - Sort records by form field
  - Insert headers and footers
  - Insert images

Create reports

- Create a report
  - Create a report based on the query or table
  - Create a report in Design view
  - Create a report by using a wizard
- Configure report controls
  - Group and sort fields
  - Modify data sources
  - Add and modify labels
- Format a report
  - Format a report into multiple columns
  - Control report positioning
  - Change report orientation
  - Insert header and footer information
  - Insert images
  - Apply a theme