



# PRCC Microsoft Access Training

CHL Computer Training Lab, Bldg. 1103, Room 1005

Registration fee: \$25 per course.

Seating is limited.

To register, contact Troy Teadt at [tteadt@prcc.edu](mailto:tteadt@prcc.edu) or 228-688-3113 at least one week prior to course date.

## Access Introduction (Level 1): May 18, 8:00—5:00

Upon successful completion of this course, students will be able to:

- define the purpose of and terminology associated with a relational database and Access objects.
- follow the steps required to properly design a database.
- create tables to hold data and then establish table relationships.
- modify the design of and work with data in tables.
- create, modify the design of, and work with select queries.
- create and modify forms to work with your data.
- create and modify reports to select, organize, and print data.

### Course Content

#### Lesson 1: Working with a Relational Database

#### Lesson 2: Planning a Database

#### Lesson 3: Building the Basic Structure

#### Lesson 4: Working with Tables

#### Lesson 5: Creating and Working with Select Queries

#### Lesson 6: Creating and Using Forms

#### Lesson 7: Creating and Using Reports

## Access Intermediate (Level 2): May 25, 8:00—5:00

Upon successful completion of this course, students will be able to:

- share data with other applications and enforce referential integrity.
- modify the design of a table to streamline data entry and maintain data integrity.
- use a filter to show you records in a datasheet or a form that match whatever conditions you specify, and you will generate different query results by creating different types of joins between tables.
- create select queries that display special records and you will design other types of queries, including parameter and action queries.
- create forms and change their designs to enhance the appearance and usability of a form and to make your form more professional.
- create reports and change their designs to better organize and summarize information and to improve the appearance by enhancing data layout and working with report pagination.
- create and work with data access pages.

### Course Content

#### Lesson 1: Managing a Database and Data

#### Lesson 2: Controlling Data Entry

#### Lesson 3: Finding and Joining Data

#### Lesson 4: Creating Flexible Queries

#### Lesson 5: Improving Your Forms

#### Lesson 6: Customizing Your Reports

## Access Advanced (Level 3): June 1, 8:00—5:00

Upon successful completion of this course, students will be able to:

- put existing data into correctly designed tables and compact your database.
- use a variety of techniques to summarize data.
- create and revise basic Access macros.
- create macros that require data entry in certain fields and automatic data entry in others.
- use advanced features to enhance forms.
- use advanced features to enhance reports and distribute a report to non-Access users.
- use Office Links to use Access data in other Office programs.

### Course Content

#### Lesson 1: Structuring Existing Data

#### Lesson 2: Summarizing Data

#### Lesson 3: Simplifying Tasks with Macros

#### Lesson 4: Adding Interaction and Automation with Macros

#### Lesson 5: Making Forms More Usable

#### Lesson 6: Making Reports More Powerful

#### Lesson 7: Expanding the Reach of Your Data

