



Winter Park
TECH

Orange County Public Schools

WINTER PARK TECH

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Access 2007 Levels 1 & 2

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Course Description:

This course starts by introducing the student to basic database concepts and terminology. The student will become familiar with Access database objects, such as, tables, forms, queries and reports. The student will learn the basics of table, form, query and report design using Microsoft wizards and design view. Students will learn the Principles of table relationships. Queries will be discussed and students will learn how to work with query calculations and multiple table queries. Form and Report design enhancement techniques will be demonstrated. Students will complete examples on their own PC to enforce topics discussed.

Text:

Access 2007 - Provided

Suggested Prerequisites:

No prior experience need

Topics to be addressed:

Introduction	Working with a Customer Forms
Getting Started	Intermediate Report Techniques
Setting up a New Database	Modifying the Design of a Table
Creating a Report	Modifying the Design of a Table
Displaying Selected Data	Relating Tables
Creating a Form / Modifying and Manipulating Data	Intermediate Query Techniques
Working with Multiple Tables	Additional Intermediate Access Features

*The instructor reserves the right to modify this course outline at any time.