



## Access 2000 - Beginning Level

### Full Day

Students will learn the basic skills necessary to begin using Access 2000. They will design and create databases. Participants of this course should understand basic concepts involved in working with a personal computer (PC) and be familiar with Windows 95/98. No prior knowledge of databases or Access is assumed.

### Overview of Access 2000

- Introduction to database concepts and terminology
- An introduction to Access 2000
- Database planning and design

### Creating tables

- Examining a table
- Creating a table using the Table Wizard
- Creating a table using Design view
- Types of primary keys

### Working with tables

- Modifying a table using Design View
- Finding and editing records
- Filtering and sorting records

### Creating and using Select Queries

- Creating a Select Query to view specific fields
- Specifying criteria in a Query to view specific records
- Using queries to perform calculations
- Joining tables in a query

### Creating and using forms

- Creating a form with Form Wizard
- Modifying the form design
- Using a form to locate and organize information
- Multiple table forms

### Creating and using reports

- Creating a report with Report Wizard
- Creating a report that contains totals

### Database maintenance

- Creating a database
- Managing a database and its objects
- Database maintenance