

# Introduction to Databases (Microsoft Access 2002)

## Level 1

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### Course Information:

#### 1. Access 2002 Essentials

1. Overview Of Access 2002
2. Starting Access 2002
3. The Access 2002 Screen
4. Working With The Database Window
5. Working With Database Objects
6. Working With The Menus
7. Using Keyboard Shortcuts
8. Working With Short And Long Menus
9. Closing And Opening Database Files
10. Exiting From Access 2002

#### 2. Database Theory

1. Overview Of Databases
2. How Access 2002 Stores Data
3. Spreadsheets Versus Databases
4. The Advantage Of Tables
5. Database Objects In Access 2002

#### 3. Database Design

1. Designing A Relational Database
2. Scoping The System
3. Determine The Inputs
4. A Series Of Related Tables

#### 4. Creating The Database

1. Creating A Database Application
2. Creating A New Database File
3. Creating A New Table
4. Creating A Primary Key
5. Saving The Table
6. Modifying A Table Structure
7. Creating A Table From A Shortcut
8. Working With Numbers
9. Creating The Additional Structures

#### 5. Setting Relationships

1. Table Relationship Overview

2. Accessing The Relationships Window
3. Creating Relationships
4. Saving The Relationships
5. Editing A Relationship

#### 6. Adding Records

1. Data Entry Overview
2. Adding Records Directly To A Table
3. Adding Records With An AutoForm
4. Data Entry Key Violations
5. Data Integrity Violations

#### 7. Working With Records

1. Managing Data Overview
2. Navigating Records In A Table
3. Editing A Record
4. Deleting Records
5. Finding And Replacing
6. Undoing An Error
7. Compacting A Database
8. Tables And Sub Datasheets
9. Assigning A SubDatsheet

#### 8. Validating Data

1. Data Validation Overview
2. Default Values
3. Required Fields
4. Validation Rules And Text
5. Creating A Look-Up
6. Testing The Validations

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