

CIS117DM Learning Objectives

Session 1.1 • Learn basic database concepts and terms • Explore the Microsoft Access window and Backstage view • Create a blank database • Create and save a table in Datasheet view • Enter field names and records in a table datasheet • Open a table using the Navigation Pane

Session 1.2 • Open an Access database • Copy and paste records from another Access database • Navigate a table datasheet • Create and navigate a simple query • Create and navigate a simple form • Create, preview, navigate, and print a simple report • Learn how to compact, back up, and restore a database

Session 2.1 • Learn the guidelines for designing databases and setting field properties • Modify the format of a field in Datasheet view • Create a table in Design view • Define fields and specify a table's primary key • Modify the structure of a table

Session 2.2 • Import data from an Excel worksheet • Create a table by importing an existing table structure • Add fields to a table with the Data Type gallery • Delete, rename, and move fields • Add data to a table by importing a text file • Define a relationship between two tables

Session 3.1 • Find, modify, and delete records in a table • Learn how to use the Query window in Design view • Create, run, and save queries • Update data using a query datasheet • Create a query based on multiple tables • Sort data in a query • Filter data in a query

Session 3.2 • Specify an exact match condition in a query • Change the font size and alternate row color in a datasheet • Use a comparison operator in a query to match a range of values • Use the And and Or logical operators in queries • Create and format a calculated field in a query • Perform calculations in a query using aggregate functions and record group calculations • Change the display of database objects in the Navigation Pane

Session 5.1 • Review table and object naming standards • Use the Like, In, Not, and & operators in queries • Filter data using an AutoFilter • Use the IIf function to assign a conditional value to a calculated field in a query • Create a parameter query

Session 5.3 • Modify table designs using lookup fields, input masks, and data validation rules • Identify object dependencies • Review a Memo field's properties • Designate a trusted folder

(Midterm Exam)

Session 4.1 • Create a form using the Form Wizard • Apply a theme to a form • Add a picture to a form • Change the color and line type of items on a form • Find and maintain data using a form • Preview and print selected form records

Session 4.2 • Create a form with a main form and a subform • Create a report using the Report Wizard • Apply a theme to a report • Resize fields in a report • Insert a picture in a report • Use conditional formatting in a report • Preview and print a report

Session 6.1 • Change a lookup field to a Text field • View and print database documentation • Create datasheet, multiple items, and split forms • Modify a form and anchor form controls in Layout view

Session 6.2 • Plan, design, and create a custom form in Design view and in Layout view • Select, move, align, resize, delete, and rename controls in a form • Add a combo box to a form • Add headers and footers to a form

Session 6.3 • Add a combo box to a form to find records • Add a subform to a form • Add calculated controls to a form and a subform • Change the tab order in a form • Improve the appearance of a form

Session 8.2 • Create a multi- page form using a tab control • Embed a chart in a form

Session 7.1 • View, filter, and copy report information in Report view • Modify a report in Layout view • Modify a report in Design view

Session 7.2 • Design and create a custom report • Sort and group data in a report • Add, move, resize, and align controls in a report • Add lines to a report • Hide duplicate values in a report

Session 7.3 • Add the date, page numbers, and title to a report • Create and modify mailing labels

Session 9.2 • Define many- to- many and one- to- one relationships between tables • Learn about joining tables • Join a table using a self- join • View and create indexes for tables

Session 10.1 • Run and add actions to macros • Single step a macro • Create a submacro • Add a command button to a form • Attach a macro to a command button

Session 10.2 • Create an unbound form • Add a list box to a form • Use an SQL statement to fill a list box with object names • Create multiple macros for a form • Create a navigation form

Session 12.2 • Encrypt a database with a password • Set database properties and startup options

(Final Exam, comprehensive)