

# MICROSOFT ACCESS(DBMS)

## **Explore an Access Database**

- Working in Access
- Understanding Database Concept
- Exploring Tables
- Exploring Forms
- Exploring Queries
- Exploring Reports
- Previewing and Printing Access Objects

## **Create Database and Simple Tables**

- Creating Databases from Templates
- Creating Databases and Tables Manually
- Manipulating Table Columns and Rows
- Refining Table Structure
- Creating Relationships Between Tables

## **Create Simple Forms**

- Create Forms by Using the Forms Tool
- Changing the Look of Forms
- Changing the Arrangement of Forms

## **Display Data**

- Sorting Information in Tables
- Filtering Information in Tables
- Filtering information by Using Forms
- Locating Information That Matches Multiple Criteria

## **Create Simple Reports**

- Creating Reports by Using a Wizard
- Modifying Report Design
- Previewing and Printing Reports

## **Maintain Data Integrity**

- Restricting the Type of Data
- Restricting the Amount of Data
- Restricting the Format of Data
- Restricting Data by Using Validation Rules
- Restricting Data to Values in Lists
- Restricting Data to Values in Other Tables

## **Create Custom Forms**

- Modifying Forms Created by Using a Wizard
- Adding Controls
- Adding Subforms
- Using E-Mail Forms to Collect Data

## **Create Queries**

- Create Queries by Using a Wizard
- Create Queries Manually
- Using Queries to Summarize Data
- Using Queries to Perform Calculations
- Using Queries to Update Records
- Using Queries to Delete Records

## **Create Custom Reports**

- Creating Reports Manually
- Modifying Report Content
- Adding Sub reports

## **Importing and Export Data**

- Importing Information
  - Importing from Other Access Databases
  - Importing from Excel Worksheets
  - Importing from Text Files
  - Importing from Other Database Programs
  - Importing from Outlook Folders
  - Importing from SharePoint Lists
  - Importing from HTML Files

- Importing from XML Files
- Exporting Information
  - Exporting to Other Access Databases
  - Exporting to Excel Worksheets
  - Exporting to Word Documents
  - Exporting to Text Files
  - Exporting to Outlook Folders
  - Exporting to SharePoint Lists
  - Exporting to PDF and XPS
  - Exporting from HTML Files
  - Exporting from XML Files

## **Make Database User Friendly**

- Creating Navigation Forms
- Creating Custom Categories
- Controlling Which Features Are Available

## **Protect Databases**

- Assigning Passwords to Databases
- Splitting Databases
- Securing Database for Distribution
- Preventing Database Problems

## **Customize Access**

- Changing Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar