

Course Content of Ms Access Beginner Level:

Course Outline Module 1: Import and Export Data

This module explains how to populate the tables of a database by importing existing information from other sources and how to use information that exists in an Access database in other programs.

Lessons

- Importing Information
- Exporting Information
- Copying to and from Other Office Programs

Lab : Importing Information Lab : Exporting Information Lab : Copying to and from Other Office Programs

After completing this module, students will be able to:

- Avoid having to rekey data that exists in other file formats by importing the data into Access.
- Avoid having to rekey data that exists in an Access database by exporting the data for use in other programs.

Module 2: Make Databases User Friendly

This module explains how to make databases easier to access and manipulate, and more difficult to unintentionally change or delete.

Lessons

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

Lab : Creating Navigation Forms Lab : Creating Custom Categories Lab : Controlling Which Features Are Available

After completing this module, students will be able to:

- Create a navigation form that users can click to display and work with forms and reports.
- Provide users with easy access to the objects they need to work with.
- Use startup options to display or hide features.

Module 3: Protect Databases

This module explains how to ensure that a database's data is secure and that its data is available and useable.

Lessons

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

Lab : Assigning Passwords to Databases Lab : Splitting Databases Lab : Securing Databases for Distribution Lab : Preventing Database Problems

After completing this module, students will be able to:

- Password-protect a database.
- Organize a database into back-end and front-end components to speed up its performance over a network.
- Create a secure database file so that users can view and update data but not change base objects.
- Back up the database.
- Run Access utilities to optimize the database's performance.

Module 4: Customize Access

This module explains how to customize the program options to suit your work needs.

Lessons

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

Lab : Changing Default Program Options Lab : Customizing the Ribbon Lab : Customizing the Quick Access Toolbar

After completing this module, students will be able to:

- Customize the program options to suit their working style.
- Turn off a tab and customize groups on the tab.
- Make new commands available on the Quick Access Toolbar.