

Goals and Objectives

Goals

- a. To introduce the concept of a database.
- b. To introduce ways in which information can be displayed and obtained from a database.

Objectives

After completing this course the user will be able to:

1. open Microsoft Access;
2. create, open and save a database;
3. create tables within a database into which records can be entered;
4. edit the information within a table;
5. link multiple tables;
6. create and edit forms used to enter information;
7. create and execute queries to retrieve specific information;
8. create queries based on multiple tables;
9. create filters and sorts;
10. create reports based on tables or queries;
11. create formulae within Access to summarise data in reports;
12. navigate between tables, forms, reports and queries using the Database Window;
13. save the database;
14. close Microsoft Access.

All of the above will be done using Microsoft Access.