Course Title: Microsoft Access I

Course Description:
This class introduces the basic features of Access and databases. Create tables, queries, customized forms, and reports. Customize field properties; navigate a datasheet; define table relationships; find, replace, and sort data; define select queries; create, format, and print custom reports and use Help.

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
1. Create a Database Table
2. Create Relationships Between Database Tables
3. Create Forms, Reports, Mailing Labels and Charts
4. Use Database Wizards and Office Links
5. Perform Queries and Filtering Records

Textbook(s):
Microsoft Access 2013: Level 1
Labyrinth

Next Class Possibilities: Microsoft Access II

Lesson Plan – by week or session
Session 1: Exploring Access 2013
- Defining Access Databases
- Exploring the Access Environment
- Introducing Access Objects
- Closing a Database and Exiting Access

Session 2: Designing a Database and Creating Tables
- Designing a Relational Database
- Normalizing Databases
- Linking Tables with Primary and Foreign Keys
- Creating Access Tables in a New Database
- Retrieving Data

Session 3: Working with Forms
- Exploring Form Design
- Creating Forms
- Modifying Form Controls
- Modifying Form Layout
• Printing Forms
• Using Help

Session 4: **Querying a Database**
• Creating Select Queries
• Setting Query Criteria
• Sorting a Query and Limiting Results
• Performing Calculations in Queries
• Creating Special Types of Queries

Session 5: **Review and Instructor Discretion**

Session 6: **Questions and Answers**