

Access – Tables

Prerequisite

None

Course Description

Students will learn how to design and create a table in Access. They will enter data into the table. They will learn how to set field properties, set the primary key, perform searches on the data, and sort the data. Students will learn how to make modifications to the design of the table. They will also learn how to create relationships between two or more tables.

Objectives

Creating a Table

- Create a New Database File
- Design a Table
- Enter Data Into a Table
- Open a Database

Modifying the Table

- Sort Data in a Table
- Find Data in a Table
- Make Modifications to the Table

Enhanced Table Design

- Work with Field Properties
- Set the Primary Key

Working with Table Relationships

- Create Table Relationships
- Join Properties
- Referential Integrity
- Delete Table Relationships

Class Length

90 minutes
Instructor lead, hands-on course