

## Access – Why Would I Use Access? How Does a Database Work?

### Prerequisite

None

### Course Description

This course is for brand new users to Access. It is designed to demonstrate what an Access database is used for. This class will teach the student the database terminology and the basic steps necessary in designing a database. Students will learn how to setup and design an Access database on paper.

### Objectives

#### ***How to Design a Database***

- Database Terminology
- Design a Database

#### ***Create a Database Table***

- The Microsoft Access Screen Elements
- Create a New Database File
- Design a Table
- Data Types
- Set a Primary Key
- Save the Table
- Enter Data Into a Table

### Class Length

90 minutes  
Instructor lead, hands-on course