



## **Basic Access**

### **Objective**

The objective of this course is to enable the trainee to create a simple database using Tables, Relationships and Queries.

### **Key Content**

- Introduction to databases and glossary of terms
- Creating simple Tables using Design mode
- Fields, data types, keys
- Simple validation
- Creating multiple tables and basic Relationships between tables
- Entering Data into a table using Datasheet mode
- Data Integrity and Validation
- Saving and printing
- Simple sorts and filters within a table
- Creating simple queries
- More complex queries including totals and calculations