

Which MS Access class should I take?

The Computer Education Department wants to ensure that you don't find yourself bored or overwhelmed because you are not in the correct computer class for your skill level. Please check the following lists to make sure you enroll in the course that is just right for you.

MS Access level I

For Access level I you need to be able to:

- Log on to the computer
- Use a Mouse
- Open and close files
- Type text documents
- Copy and move files
- Spreadsheet basics
- Basic math skills
- Save your work and find it again
- Print your work

Topics covered in Access level I

- Start Access and open a document
- Defining Access databases
- Exploring the Access environment
- Opening, navigating, and closing database objects
- Using an Access database
- Adding records and formatting
- Retrieving data
- Filtering records
- Previewing and printing data
- Designing a database
- Creating database objects
- Creating simple forms, reports and queries
- Managing a database and database objects
- Creating tables and appending records
- Creating and testing queries
- Creating forms and reports using the Form Wizard
- Modifying table structures
- Using the Lookup Wizard
- Setting field properties
- Analyzing and documenting a database

MS Access level II

For Access level II you need to be able to:

- Start Access and open a document
- Create a database
- Design and use an Access database
- Create forms, reports, queries
- Filter records
- Spreadsheet basics
- Basic math skills
- Copying files
- Saving and printing your work

Topics covered in MS Access level II

- Working with tables
- Designing a relational database
- Examining and editing database object
- Creating a Split Form
- Working with relationships
- Identifying object dependencies
- Querying a database
- Designing a query using multiple tables
- Setting Query criteria
- Sorting a Query and limiting results
- Performing calculations in Queries
- Creating special types of Queries
- Customizing Form design
- Creating Forms and modifying Form controls
- Creating multiple Items forms
- Printing Forms and Reports
- Creating Custom Reports
- Modifying a Report in Design View
- Performing Report calculation
- Creating Labels using the Label Wizard

Self-paced MOS Certification preparation courses are also available.
Check Schedule of Classes for details.