Basic Learning Concepts

• Classifying raw data
  o Normalization process
  o Business Rules
• Understanding the purpose of using and creating E-R Diagrams
  o Field distribution
  o PK fields set as Text vs. AutoNumber
  o Linking tables using Business Rules
  o Symbols identifying relationships
• Understanding database terminology
• Creating Tables
  o Field Names - acceptable naming conventions
  o Field Types/Field Properties
    ▪ Required or Not
    ▪ Primary Keys/Foreign Keys
    ▪ Index settings
    ▪ Why use a Caption?
  o Why Descriptions are important?
• Entering Data
  o Enter data accurately
  o Double check/verify entries
  o Clarify before entering
• Creating Relationships
  o Linking PK to FK fields
  o Enforcing Referential Integrity
  o Error checking
• Creating Queries
  o Target audience for queries – primarily internal use
  o Use Design View to create
  o Criteria and Sort info
  o Relationships follow
  o Raw data displayed
• Creating Reports
  o Target audience for reports – primarily external stakeholders or “boss”
  o Use of Wizard to create - quicker to recreate if it's not right
  o Order of field selection is important
  o Using tables or queries to create?
Beginning Access Database Training

- Formatting the layout of the report
- Formulas
- Creating Forms
  - Very basic to very complex use
  - Based on a single or multiple tables
  - Formatting and data entry

Website URL for additional information, handouts, etc.
go to: http://training.weber.edu - click on IT Training - Handouts (from left side bar)
or go directly to: http://www.weber.edu/ITTraining/Classes.html