

Basic Learning Concepts

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