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](http://training.weber.edu) - click on IT Training - Handouts (from left side bar)
or go directly to: [http://www.weber.edu/ITTraining/Classes.html](http://www.weber.edu/ITTraining/Classes.html)