

## Schedule for MS Access Course

### Overview of the Course

The course will comprise the following topics that will be covered in 2 weeks (10 days).  
The daily learning plan details the day number and the topic (s) that will be covered.

1. Database basics and MS Access structure.
2. Creating a New Database.
3. Simplifying Data Entry with Forms.
4. Locating Specific Information.
5. Analyzing, Viewing, and Reporting data.
6. Database Backup and Security.
7. Project.

### Daily Learning Plan

<b>Day 1</b>	<b>Database basics and MS Access structure</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Course Goals	10
Describing Course Schedule and Contents	10
Data vs. Information	10
Benefits of using a Database	30
Types of Database	30
Database Options	10
Database Basic and MS Access Structure	10
MS Access structure- Objects	10
MS Access structure- Tables	10
MS Access structure- Queries	10
MS Access structure- Forms	10
MS Access structure- Reports	10
MS Access structure- Other Objects	10

<b>Day 2</b>	<b>Creating a New Database</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Create a Database Structure the simple way	20
Create tables the simple way	20
Importing Data from Other Sources	20
Refine how data is displayed	40
Manipulating Table Columns and Rows	40
Exporting Information to Other Program	10
Linking a Database to Information in Another Database	20

<b>Day 3</b>	<b>Creating a New Database (cont.....)</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Relationship b/w Tables	40
Referential Integrity	30
Creating Relationship	20
Creating Table in Design View	60
Keeping your Information Accurate	30

<b>Day 4</b>	<b>Simplifying Data Entry with Forms</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Structure of Access Forms	45
Benefits of using Forms	10
Creating a Form	60
Refining Form Properties	60

<b>Day 5</b>	<b>Locating Specific Information</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Sorting Information	30
Filtering Information in a Table	30
Filter by Form	30
Using Wildcards in Filters	30
Using Advanced Filter	20
Difference b/w Filter, Sort and Query commands	20

<b>Day 6</b>	<b>Locating Specific Information (cont....)</b>
Objective	Theory and On-line Computer Training (Time in minutes)
How Query works?	10
Types of Queries	10
Types of Criteria	10
Refine a Query in Design View	20
Expressions	10
Operators and Operator Precedence	
Use expressions as criteria to limit your results and perform calculations	30
Use Expression Builder for complex expressions	30
Retrieve the highest or lowest values	15
Total values and use other built-in functions, such as counting and averaging records	25

<b>Day 7</b>	<b>Locating Specific Information (cont....)</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Creating a Calculated Field	15
Perform calculation in a Query	120

Introduction to SQL Query	30
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<b>Day 8</b>	<b>Analyzing, Viewing, and Reporting data.</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Creating an AutoReport	30
Creating Report with Report Wizard	30
Refining Report in Design View	45
View Headers and Footers	20
Previewing and Printing Report	15

<b>Day 9</b>	<b>Database Backup and Security</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Database Backup	30
Assigning a Password to a Database	15
Splitting a Database	45
Setting Up a Workgroup	60

<b>Day 10</b>	<b>Project (as test)</b>
Objective	Theory and On-line Computer Training (Time in minutes)
Designing a Real Project	30
Creating a Project (every participant has to create his/her own project and submit as test)	150