Course Outline
Microsoft Access for
HR & Admin Professionals

Lesson 1: Exploring the Access Interface
- Database Basics
- Running Microsoft Access
- The Opening Screen
- The Initial Access Screen
- Working with Help

Lesson 2: Creating a New HR Database
- Database Design Basics
- Creating a Database

Lesson 3: Creating a Data Table
- Designing a Table
- Creating an Employee Info Table
- Creating Tables for Departments, Employment Type, Job Titles, Courses, Training
- Redesigning a Table
- Renaming a Database Object

Lesson 4: Working with a Table
- Viewing a Table
- Editing a Table
- Modifying a Table
- Sorting Table Records
- Filtering Table Records
- Printing a Table
- Print Previewing
- Page Setup

Lesson 5: Setting up Table Relationship
- Understanding Table Relationship
- Creating Relationship between Tables
- Viewing Subdatasheets
- Enforcing Referential Integrity
- Printing Table Relationships

Lesson 6: Working with Queries
- Learning Concepts of a Query
- Creating Queries with Logical Operators
- Creating Queries with a Wildcard
- Creating a Calculated Field Query
- Using Summary Operators
- Compound Queries
- Querying Multiple Tables

Lesson 7: Some Sample Queries
- Calculating Length of Service
- Monthly-Annual Hiring Pattern
- Tracking Employee Training
- Tracking Training Dollars
- Departmental Summaries
- Performing Numerical Calculations

Lesson 8: Creating a Form
- Form Overview
- Creating A Form for Data Entry
- Customizing the Form with Controls
- Making Changes in the Design and Layout Views
- Adding a Logo to a Form
- Testing the Form

Lesson 9: Creating a Report
- Report Overview
- Creating a Report with Summaries for Printing
- Customizing the Reports
- Making Changes in the Design and Layout Views
- Adding a Logo to a Report
- Adding Page Breaks