

A Special Program from the  
Office of Human Resources – Training

## **MICROSOFT ACCESS INTRODUCTION**

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### **PROGRAM OVERVIEW:**

Using Microsoft's database package for Windows, the student will learn to create and change a database, and open and create tables and forms. This introductory course will also cover queries and designing reports. Introduction to Windows is a prerequisite for this course.

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### **COURSE OUTLINE:**

- I. Introduction to tables and relationships
  - II. Orientation to Access
    - Viewing tables
    - Sorting and querying
  - III. Creating tables
    - Using the Table Wizard
    - Using the TableDesign window
  - IV. Working with tables
    - Adding, editing, and deleting records
    - Modifying the table design
  - V. Using select queries
    - Selecting fields and sorting records
    - Selecting records and editing values
  - VI. Calculations and joins in queries
  - VII. Creating and using forms
  - VIII. Creating and using reports
  - IX. Database maintenance
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Presented by the faculty of  
The Pennsylvania State University Lehigh Valley Campus

Please complete the registration form and Needs Assessment Survey  
and return to the Office of Human Resources – Training