

## Taught Sessions for Database

| Database   |   |
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| <p>Session 1<br/>Friday 03/11/17<br/>12:00 – 13:30</p> | <p><b>Working with and Editing Tables</b></p> <ul style="list-style-type: none"> <li>• Opening Access</li> <li>• Opening a file stored on the Memory Stick</li> <li>• Understanding Tables</li> <li>• Move around the Table               <ul style="list-style-type: none"> <li>Use the Keyboard</li> <li>Use the Record Selectors</li> </ul> </li> <li>• Close the Table and close Access</li> <li>• Edit Data Using the Find Facility</li> <li>• Delete a Record</li> <li>• Add New Records</li> <li>• Preview the Table</li> <li>• Change the Page Layout</li> <li>• Print the Table</li> <li>• Understanding Queries</li> <li>• Create a Query Using One Criterion</li> <li>• The Query Window</li> <li>• Copying the Fields to the Query Grid</li> <li>• Specifying Criterion</li> <li>• Display the Query Results</li> <li>• Print a Query</li> <li>• Display Specific Fields</li> <li>• Save a Query</li> <li>• Create a Query Using Operators</li> <li>• Sort Data in a Query</li> <li>• Creating a Query Using Multiple Criteria</li> </ul> |
| <p>Session 2<br/>Friday 10/11/17<br/>12:00 – 13:30</p> | <p><b>Create Tables</b></p> <ul style="list-style-type: none"> <li>• Creating a table               <ul style="list-style-type: none"> <li>The Primary Key</li> </ul> </li> <li>• Data Types and Field Properties</li> <li>• Create a Relationship between tables</li> <li>• Sorting Data in Tables</li> </ul>  |
| <p>Session 3<br/>Friday 17/11/17<br/>12:00 – 13:30</p> | <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• Understanding Forms               <ul style="list-style-type: none"> <li>Create a Form</li> <li>Changing Form Design</li> </ul> </li> <li>• Filtering Records</li> <li>• Using Find Facility</li> <li>• Export Table</li> </ul>  |
| <p>Session 4<br/>Friday 24/11/17<br/>12:00 – 13:30</p> | <p><b>More About Queries</b></p> <ul style="list-style-type: none"> <li>• Creating Queries</li> <li>• Using Criteria for Queries</li> </ul>   |
| <p>Session 5<br/>Friday 01/12/17<br/>12:00 – 13:30</p> | <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Creating a Report</li> <li>• Modify a Report</li> <li>• Printing a Report</li> </ul>   |