

Access Tips for Project 1

Access Basics - If you remember your prerequisite class – you will know much of this. Feel free to skip around to the sections you need to review.	
1. Understand the basics of databases – a good thing to understand before you start designing one.	<ul style="list-style-type: none"> • Textbook – chapter 5 • Intro to Databases (pages 1 & 2) • Or watch the Intro to DB video (3:44)
2. Understand the components of a database – this covers tables, forms, queries and reports	<ul style="list-style-type: none"> • Intro to Objects (read) • Or watch the Intro to Objects video (4:55)
3. This is a review of the Access window, including ribbon, navigation, tabs, etc. You can download a sample database from the tutorial and follow along. Most have used Access in a prerequisite class and may not need this review.	<ul style="list-style-type: none"> • Intro to Access (read) • Or ... Intro to Access video (4:16)
4. Opening and closing a database and objects – will be review for most.	<ul style="list-style-type: none"> • Databases & Objects (read) • Or DB & Objects video (2:40)
Access – Specific Skills – these are very quick demos, offered to refresh your memories from prerequisite classes. Please feel free to ‘Google’ other demos for more detailed information.	
5. Creating a database – Mac users note the instructions for using apps.usf.edu (Access is not available for Macs)	<ul style="list-style-type: none"> • Database Creation video • Database Creation PDF • Saving on a Mac systems from apps.usf.edu • Saving on a Windows system from apps.usf.edu
6. Creating a table by importing data (& primary keys)	<ul style="list-style-type: none"> • Importing to a Table video
7. Creating a table manually (& primary keys)	<ul style="list-style-type: none"> • Manual Table Creation video
8. Table Properties and Validation (including primary keys)	<ul style="list-style-type: none"> • Defining Tables video
9. Creating relationships	<ul style="list-style-type: none"> • Relationships video
10. Creating a form	<ul style="list-style-type: none"> • Form Creation/Editing video
11. Query Basics	<ul style="list-style-type: none"> • Query Basics video
12. Queries – numeric	<ul style="list-style-type: none"> • Numeric Criteria in Queries video
13. Queries – parameter	<ul style="list-style-type: none"> • Parameter Criteria in Queries video
14. Queries – wildcards	<ul style="list-style-type: none"> • Wildcard Criteria in Queries video
15. Creating a report	<ul style="list-style-type: none"> • Creating and Editing Reports video