Course Outline

Access Essentials of Table Design

Days: 1

Prerequisites: Access Introduction and Intermediate Course description

Overview: In Software Solutions Team's Access Essentials of Table Design, students learn how to setup a database so it is easy to analyze, manipulate, and maintain. Students will learn the database design process; identify data as fields; identify data problems and apply data normalization techniques to solve them; use referential integrity and other data integrity techniques to support the accuracy of data in the database so as to avoid making costly mistakes when designing your Access database.

Course content

Lesson 1: Introduction to Relational Databases

- The Basics of Relational Databases
- Planning the Database

Lesson 2: Designing Tables

- Deciding on Tables and Fields
- Selecting Primary Key Fields
- Identifying Table Relationships
- More on Keys and Relationships

Lesson 3: Data Normalization

- Solving Data Problems
- Higher Normal Forms

Lesson 4: Data Integrity

- Referential Integrity
- Field-level Integrity
- Table-level Integrity
- Reviewing and Finalizing the Database Design

Lesson 5: Query Basics

- Performing Queries
- Multiple Table Queries

Lesson 6: More on Queries

- Other Types of Queries
- SQL
- Optimizing Query Performance
- Appendix: Additional resources