



Presented by: Tawana Technology

Omid Sadat

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## Table of Contents

✓ Introduction to Microsoft Access	✓ Queries and Data Retrieval
✓ Database Design and Structure	✓ Reports and Data Presentation
✓ Tables and Data Types	✓ Relationships and Data Integrity
✓ Forms and User Input	✓ Importing, Exporting, and Backups

## About Access

**Microsoft Access** is a database management system that is part of the Microsoft Office Suite. It allows users to store, manage, and analyze large amounts of information efficiently. Unlike Excel, which is primarily for calculations and data organization, Access is built for handling complex databases and relationships between different sets of data.

Access uses tables to store data, forms to enter and view data, queries to search and filter information, and reports to present the results. One of its main advantages is the ability to create custom applications for tracking information like inventory, customer details, or sales records, without needing advanced programming skills.



## Day 1: Introduction to Microsoft Access

Session	Title	Subtitle	Time
1	What is Access?	Introduction to databases and how Access works	20 minutes
2	Database vs Spreadsheet	Key differences and when to use Access	20 minutes
3	Access Interface Overview	Ribbon, navigation pane, objects	20 minutes

## Day 2: Creating a New Database

Session	Title	Subtitle	Time
1	Starting a Blank Database	Create and save a new database	20 minutes
2	Creating Tables	Add a table manually or using templates	20 minutes
3	Understanding Data Types	Text, number, date, yes/no, etc.	20 minutes

## Day 3: Designing Tables

Session	Title	Subtitle	Time
1	Field Names and Properties	Name fields and define properties	20 minutes
2	Setting Primary Keys	Identify unique records using primary keys	20 minutes
3	Table Design View	Work in Design View to structure tables	20 minutes



## Day 4: Entering and Editing Data

Session	Title	Subtitle	Time
1	Adding Records	Input data into tables manually	20 minutes
2	Editing Records	Modify and delete existing data	20 minutes
3	Data Entry Rules	Field validation and required fields	20 minutes

## Day 5: Creating Relationships

Session	Title	Subtitle	Time
1	Understanding Relationships	One-to-one, one-to-many, many-to-many	20 minutes
2	Linking Tables	Create relationships between tables	20 minutes
3	Enforcing Referential Integrity	Prevent orphan records and data errors	20 minutes

## Day 6: Working with Queries

Session	Title	Subtitle	Time
1	What is a Query?	Use queries to retrieve data	20 minutes
2	Creating Select Queries	Filter data using specific criteria	20 minutes
3	Using Query Design View	Build queries visually with multiple conditions	20 minutes



## Day 7: Advanced Queries

Session	Title	Subtitle	Time
1	Parameter Queries	Prompt user input in queries	20 minutes
2	Action Queries	Update, delete, append records	20 minutes
3	Calculated Fields	Use expressions in queries	20 minutes

## Day 8: Creating Forms

Session	Title	Subtitle	Time
1	What is a Form?	Purpose of forms for data entry	20 minutes
2	Creating Simple Forms	Auto Form and Form Wizard	20 minutes
3	Modifying Form Layout	Add, remove, and move controls	20 minutes

## Day 9: Designing Forms

Session	Title	Subtitle	Time
1	Using Design View	Advanced form customization	20 minutes
2	Combo Boxes & Checkboxes	Add interactive controls	20 minutes
3	Navigation and Subforms	Create forms with linked subforms	20 minutes



## Day 10: Creating Reports

Session	Title	Subtitle	Time
1	What is a Report?	Present and summarize data	20 minutes
2	Report Wizard	Create a report step-by-step	20 minutes
3	Modifying Reports	Adjust layout, group, and sort data	20 minutes

## Day 11: Report Design

Session	Title	Subtitle	Time
1	Report Sections	Header, footer, detail sections	20 minutes
2	Adding Images and Logos	Personalize your reports	20 minutes
3	Calculated Controls	Add totals and summaries	20 minutes

## Day 12: Data Validation and Lookup

Session	Title	Subtitle	Time
1	Input Masks	Control how data is entered	20 minutes
2	Lookup Fields	Create dropdown menus using lookup	20 minutes
3	Field Validation Rules	Restrict data input based on logic	20 minutes



## Day 13: Importing and Exporting Data

Session	Title	Subtitle	Time
1	Import from Excel/CSV	Bring external data into Access	20 minutes
2	Export Data	Export to Excel, PDF, or text file	20 minutes
3	Linked Tables	Connect Access to external data sources	20 minutes

## Day 14: Final Project - Database Application

Session	Title	Subtitle	Time
1	Plan and Create Structure	Design tables, queries, forms, and reports	20 minutes
2	Data Entry and Queries	Populate data and retrieve using queries	20 minutes
3	Finalize and Test	Test all parts of the mini-database	20 minutes

## Day 15: Review and Assessment

Session	Title	Subtitle	Time
1	Recap of Key Concepts	Summary of all major topics	20 minutes
2	Troubleshooting Practice	Solve common issues	20 minutes
3	Final Quiz/Presentation	Present project or complete a short test	20 minutes





Tawan  
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