Microsoft Access 2010 – Database Design / Basic Queries

Instructor

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Duration

2.75 hours (An additional 15 minutes if needed for questions)

Overview

MS Access is a popular database application for Windows that allows users to create custom applications that store information in an organized structure. Using tables as its base, the user can develop queries—or filters—to search, edit, or display in report form the information the user has entered into constructed visual forms which populate the underlying tables. Although MS Access is made to be used by the occasional programmer, the basics of database design are the same as for more intricate projects.

Who should attend

Because the information covered in this session is critical to the success of any database, this course will be a prerequisite for the follow-up MS Access classes offered by the SOM. Basic programming skills and database design logic will be covered in detail. Anyone who intends to create databases in Access—or any other programming language—MUST have this knowledge-base as a core skill in order to build successful, stable databases.

Prerequisites

A basic working knowledge of Microsoft Office will be helpful.

Topics to be covered

- Primary elements of a database
- Basic steps in database design
- Working with Entity Relational Diagrams (ERDs)
- Table design
- Terminology
- Data types
- Field properties
- Naming conventions
- Types of queries
- Basic query design
- Query criteria
- Joins