



**Lampang College of Commerce and Technology, Thailand
International Studies Program
Course Details**

Course Code: 2201-2405
Course Title: MS-ACCESS
Level: LVT 2
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Course Outline:

1.Starting MS-ACCESS

2.Creating and viewing Tables

- 2.1 Creating a Table Using the Design View
- 2.2 Exercise: Creating a Table
- 2.3 Viewing and Adding Data to a Table
- 2.4 Exercise: Adding Data to a Table
- 2.5 Creating Relationships between tables
- 2.6 Review of Creating and Viewing Tables

3.Creating and running Queries

- 3.1 Single Table Queries
- 3.2 Exercise: Single Table Queries
- 3.3 Multiple Table Queries
- 3.4 Exercise: Multiple Table Queries
- 3.5 Review of Creating and Running Queries

4.Creating and running a data entry Form

- 4.1 Creating a Single Table Form using the Wizard
- 4.2 Exercise: Creating a Single Table Form
- 4.3 Review of Creating and Running a Data Entry Form

5.Creating and running a Report

- 5.1 Creating a Single Table Report using the wizard
- 5.2 Exercise: Creating a Single Table Report
- 5.3 Review of Creating and Running a Report

Internet Resources

- 1. <http://www.bcschools.net/staff/AccessHelp.htm>
- 2. <http://www.fgcu.edu/support/office2000/access/>

Books and References

- 1. SmartStart2 by Robert Ferrett, John Preston, Sally Preston, Stephen C. Solosky.
- 2. Access 2000 Developer's Handbook 2 Volume Set by Paul Litwin.