Construct powerful business-style databases from scratch or from already-made professional database templates. Create database tables or datasheets to store data and learn how to add data manually and through data importing. Administer data management tools to change, modify, replace, and delete fields and records of data. Explore various ways to view data and change how it looks with color, bordering, shading, and banding. Group and organize data using sorting tools while filtering by applying criteria methods. Importance of establishing table relationships and setting keyed fields within a relational database. Design database forms to use as an alternative to the table datasheet for viewing and managing data fields and records. Apply database maintenance and repairing tools to maintain data integrity and safety. Learn how to export data into other external file formats including Excel, CSV and ASCII Delimited.

DATABASE CREATION

- Examine Relational and Flat-File Databases.
- Identify Database Objects Including Tables, Forms, Queries and Reports.
- Understand How Objects Relate and Interact.
- Create Databases from Scratch & Templates.
- Database Creation Using a Templates.

DATABASE TABLES

- Learn How Tables Store Database Data.
- Understand the Roll of Fields and Records.
- Define How Data is Stored Using Fields.
- Set What Type of Data is Stored in Fields.
- Define the Properties for Each Field.
- Change, Move and Rename Table Fields.

ADDING DATA TO TABLES

- Manually Add Data Records to Tables.
- Duplicate Data Records to Save Time.
- Import Data from Outside Sources Including Spreadsheets, Databases and ASCII Text Files.

MANAGING TABLE DATA

- Change, Modify and Delete Data Records.
- Restoring Deleted or Modified Data.
- Run the Spell Checker to Fix Data Typos.
- Use Replace Tool to Change Data.
- Remove Duplicate Data.

TABLE VIEWING AND FORMATTING

- Various Ways to View Data Records.
- Freeze Field Data When Scrolling Records.
- Datasheet Navigation Techniques.
- Format the Datasheet Table Records.
- Add Color Banding, Shading and Borders.

SORTING AND FILTERING DATA

- Sort by One or More Fields (columns).
- Find Data Records Using Filter by Selection, Filter by Form and Advanced Filter Tools

RELATIONAL DATABASE CONCEPTS

- Differences Between Flat File Databases and Relational File Databases.
- Understand Why Relationships Between Database Tables are Important to Create.
- Establish Table Relationships in a Relational Database Environment.
- See How Primary Keys Help Maintain Healthy Relational Database Operations.
- Understand Which Fields of Which Tables Need to Be Set as Primary Keys for a Successful Relational Database System.

PRIMARY KEYS AND RELATIONSHIP SETTINGS

- Learn to Set Fields with Primary Keys.
- Understand One-To-One, One-To-Many and Many-To-Many Relationships.
- Learn When to Apply "Referential Integrity and Cascading Updates.
- Set Join Properties Like Inner/Outer Joins.

DATABASE FORMS

- Use Forms to Display Data Better and to Add, Edit and Delete Fields and Records.
- Create from Scratch or Using the Wizard.
- Create Multi-Record, Split and Sub Forms.

DATABASE MAINTENANCE AND OPERATIONS

- When to Use Database Maintenance Tools Like Compacting and repairing.
- Learn about making a backup copy of your database file.
- Advantages of Splitting a Database for Front-End Users and Back-End Developers.
- Export Table Data to Other File Formats like Excel.