**Agenda**

1. Administrative Responsibilities
2. Students will complete course registration requirements
3. Students will obtain course access, upon completing WCPSS guidelines
   1. Complete Online Registration
   2. Pay course fees
4. Course Access Links
   1. Students will access course link
      1. cte-rb.weebly.com/access2-1
      2. cte-rb.weebly.com/accesscp – Course Practice(s)
5. Course Overview
   1. Instructor / Site Support Personnel:
      1. Ms. Blount, CCNA, M.Ed., MOS 2013
      2. Site Coordinator
6. Introduction – Class
   1. Students will introduce themselves
      1. Name
      2. School Affiliation
      3. Grade
      4. Experience using MS Access 2013
      5. Purpose for taking the class
7. Course Objectives
   1. What is MS Access 2013
   2. MS Excel 2013 vs MS Access 2013; Benefits of Access
8. Introduction – Course
   1. Course Outline
      1. Ribbon
         1. Tabs
         2. Quick Access Toolbar
            1. Customize: personalize your work environment
         3. Backstage view
            1. Info
            2. Options

General

Datasheet View

Object Designers

Proofing

Client Settings

Customize Ribbon

Quick Access Toolbar

* + - * 1. Account
  1. Terminology
     1. Objects:
        1. Table – records of information in rows and columns
        2. Query – select records from tables in database
        3. Recordset (query output) – table used to display groups of records
        4. Form – graphical interface used to display / edit data
        5. Report – output of data in a specific order
     2. Table Views
        1. Design : display fields
        2. Datasheet: display records
     3. Keys
        1. Primary – unique identifier
        2. Composite – 2+ fields (compound / concatenate)
        3. Foreign – redirected to primary key or another