

7804

Course : DCA  
Sub Code :1DCA3(B)

Semester : I  
Subject Name : (B) MS Access (Elective - 1)

Unit	Lectures	Practical's	Workshops	Demo	Field Visits	Total Hours	Remarks
<b>UNIT-I</b> Introduction to database -What is a Database, Why use a Relational Database, concept of primary key relationship , Introduction to MS Access (Objects, Navigation).	8	6				14	
<b>UNIT-II</b> Create a Table in MS Access -Data Types, Field Properties, Fields: names, types, properties--default values, format, caption, validation rules Data Entry, Add record, delete record and edit text, Sort, find/replace, filter/ select, rearrange columns, freeze columns. Edit a Tables- copy, delete, import, modify table structure, find, replace.	8	6				14	
<b>UNIT-III</b> Add a relationship, set a rule for Referential Integrity, change the join type, delete a relationship, save relationship Queries & Filter - difference between queries and filter, filter using multiple fields ,Create Query with one table, find record with select query, find duplicate record with query, find unmatched record with query, run query, save and change query.	8	6				14	
<b>UNIT-IV</b> Introduction to Forms Types of Basic Forms: Columnar, Tabular, Datasheet, Main/Subforms, add headers and footers, add fields to form,add text to form use label option button, check box, combo box, list box Forms Wizard, Create Template.	8	6				14	
<b>UNIT-V</b> Introduction to Reports , Types of Basic Reports: Single Column, Tabular Report Groups/Total, single table report, multi table report preview report print report, Creating Reports and Labels, Wizard.	8	6				14	
<b>TEXT &amp; REFERENCE BOOKS:</b> <ul style="list-style-type: none"> <li>• MS OFFICE XP COMPLETE BPB PUBLICATION ISBN 8 1-7656-564-4</li> <li>• MS ACCESS FAST &amp; EASY BY FAITHE WEMPEN PHI .</li> </ul>							