

# **IT Skills- 2**

## UNIT-I

### 1. Basics of RDBMS

Introduction to database, Relational Database, Overview of Database Design, Integrity Rules, Primary/Foreign Key, Types of Relationship, One-to-Many, Many-to-Many, One-to-One, Introduction to MS Access, Objects, Navigation

## UNIT-II

### 2. Working with Table

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 column size, freeze columns, Edit a Table, copy, delete, import, modify table structure.

## UNIT-III

### 3. Working with Query

Introduction of relationship, How to Create a Relationship, Types of Relationship, set a rule for Referential Integrity, change the join type, delete a relationship, save relationship, Queries & Filter – difference between queries and filter, What is Query, filter using multiple fields AND, OR, advance filter Queries, create Query with one table, select query, find duplicate record with query, find unmatched record with query, run query, save and change query

## UNIT-IV

### 4. Working with Forms

Introduction to Forms, Types of Basic Forms, Columnar, Tabular, Datasheet, add fields to form, Tool Box- add text to form, use label, use option button, Use Check box, Use Combo box

Use List box, Create Form by using Wizard

## UNIT-V

### 5. Working with Report

Introduction to Reports, Types of Basic Reports – Single Column, Tabular Report, single table report, multi table report, preview and print report, Creating Reports and Labels Wizard