

**Lesson 1: Working with a Relational Database**

- Topic 1A: Identify Uses of a Relational Database
- Topic 1B: Define Database Terminology
- Topic 1C: Create a New Database Based on a Template
- Topic 1D: Examine the New Database

**Lesson 2: Planning a Database**

- Topic 2A: Identify Database Purpose
- Topic 2B: Review Existing Data
- Topic 2C: Determine Fields
- Topic 2D: Group Fields into Tables
- Topic 2E: Normalize the Data
- Topic 2F: Designate Primary and Foreign Keys
- Topic 2G: Identify Table Relationships

**Lesson 3: Building the Basic Structure**

- Topic 3A: Create a Blank Database
- Topic 3B: Create a Table using a Wizard
- Topic 3C: Compare Datasheet and Design Views
- Topic 3D: Create Tables in Design View
- Topic 3E: Create Relationships between Tables

**Lesson 4: Working with Tables**

- Topic 4A: Modify a Table Design
- Topic 4B: Work in Datasheet View
- Topic 4C: Work with Subdatasheets

**Lesson 5: Creating and Working with Select Queries**

- Topic 5A: Examine a Query
- Topic 5B: Create a Query using a Wizard
- Topic 5C: Work in Query Design View
- Topic 5D: Select Records
- Topic 5E: Edit Values in a Query Datasheet
- Topic 5F: Add a Calculated Field to a Query
- Topic 5G: Perform a Calculation for a Group of Records

**Lesson 6: Creating and Using Forms**

- Topic 6A: Create AutoForms
- Topic 6B: Create a Form Using a Wizard
- Topic 6C: Modify the Design of the Form
- Topic 6D: Use Forms to Work with Data

**Lesson 7: Creating and Using Reports**

- Topic 7A: Create an AutoReport
- Topic 7B: Create a Report Using a Wizard
- Topic 7C: Examine a Report in Design View
- Topic 7D: Create a Calculated Field
- Topic 7E: Change the Format of a Control
- Topic 7F: Change the Style of a Report
- Topic 7G: Adjust Report Width