

ON LINE SERVICES

Computer Training & Support

Create & Normalize a Database from Excel Data

Course Description

Overview: Students will use database design principles and techniques and features of Access to design and create an Access database to hold data from an Excel worksheet.

Objectives: Upon successful completion of this course, students will be able to:

- Identify data in a worksheet appropriate for inclusion in a database and create a preliminary list of tables and fields.
- Normalize data by identifying data problems and create a draft database diagram.
- Identify key fields and table relationships by examining sample data.
- Import Excel data to Access and create tables by using the Table Analyzer.
- Create queries and a form to combine and view the data in table with a one-to-many relationship by designing queries and using the Form Wizard.

Course Outline

Activity 1: Know the data

- Why a database?
- Examine the worksheet
- Draft the database design
- Try it on your own

Activity 2: Normalize the data

- Look for repeating groups of data
- Look for repeated values
- Draft the database diagram
- Try it on your own

Activity 3: Identify key fields and table relationships

- Identify primary keys
- Add foreign keys
- Analyze table relationships
- Try it on your own

Activity 4: Import the data and finish the database design

- Import the data
- Start the Table Analyzer
- Compare the databases
- Refine the table design
- Try it on your own

Activity 5: Build queries and a form

- Query the order information
- Query the details and calculate item totals
- Create the form
- Enhance the appearance of the form
- Try it on your own