



OpenOffice Base 2.3

Course Objective: You will create and modify new databases and their various objects.

Performance-Based Objectives

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

- Examine basic database concepts and explore the OpenOffice Base 2.3 environment.
- Design a simple database.
- Build a new database with related tables.
- Manage data in a table.
- Query a database to obtain the required results.
- Design forms.
- Generate reports.

Course Content

Lesson 1: Getting Started with OpenOffice Base 2.3

Topic 1A: An Overview of Database Concepts

Topic 1B: Explore the OpenOffice Base Interface

Topic 1C: Customize the Base Environment

Topic 1D: Obtain Help in OpenOffice Base

Lesson 2: Designing a Database

Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic 2D: Determine Fields

Topic 2E: Group Fields into Tables

Topic 2F: Normalize Data

Topic 2G: Designate Primary and Foreign Keys

Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

Topic 3A: Create a New Database

Topic 3B: Create a Table

Topic 3C: Enter Data in a Table

Topic 3D: Modify the Table Design

Topic 3E: Manage Tables

Topic 3F: Create a Table Relationship

Topic 3G: Access Data from Other Data Sources

Lesson 4: Managing Data in a Table

Topic 4A: Modify Table Data

Topic 4B: Sort Records

Topic 4C: Filter Records

Lesson 5: Querying a Database

Topic 5A: Create a Query

Topic 5B: Add Criteria to a Query

Topic 5C: Add a Calculated Field to a Query

Topic 5D: Perform Calculations on a Record Grouping

Topic 5E: Create a View

Lesson 6: Designing Forms

Topic 6A: Create a Form

Topic 6B: Work with a Form

Topic 6C: Modify the Design of a Form

Topic 6D: Modify Form Controls

Lesson 7: Generating Reports

Topic 7A: Create a Report

Topic 7B: Modify the Elements of a Report

Topic 7C: Enhance the Appearance of a Report

Topic 7D: Add a Calculated Field to a Report

Topic 7E: Prepare a Report for Print

Topic 7F: Export a Report