

OPENOFFICE.ORG 2.4 BASE 1-DAY ESSENTIALS

COURSE AIMS

This course is aimed at new users of OpenOffice.org Base who may have some prior knowledge of another database application, such as Microsoft Office Access.

On completion of this course the user should be able to confidently do the following:

- Design and create a simple database
- Enter and edit data in a table
- Search and query a table
- Create user forms and print reports

COURSE CONTENT

Database Terminology

Data Storage
Database Objects
Relational and Flat-File Databases
Base Databases

The Base Environment

Database Window
Help System
Menus and Toolbars

Tables

Creating a Table
Modifying a Table
Copying a Table
Field Names
Data Types
Field Properties

Entering And Editing Data

Adding New Records
Editing Records
Deleting Records

Modifying Table Appearance

Column widths and row heights

NOTES

Working With Records

Sorting Records
Finding Records
Filtering Records
Indexes

Forms

Creating a Form
Modifying a Form
Changing the Appearance of Controls
Subforms

Queries

Creating a Query
Modifying a Query

Reports

Creating a Report
Modifying a Report
Printing a Report

Using Multiple Tables

Relational Database Design Theory
Creating Simple Relationships

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