

Access 2003 Introduction

(2 day course)



Course Overview

This instructor-led course explores designing tables, working with records, creating and running queries, and designing and printing labels and reports.

Who Should Attend

Individuals attending this course are involved in designing and maintaining an Access 2003 database and require a detailed understanding of product features.

Prerequisites

A working knowledge of the skills outlined within *Windows 98 Introduction*, *Windows NT 4.0 Introduction*, *Windows 2000 Professional Introduction* or *Windows XP Introduction* course is required.

What students accomplish

Upon completing this hands-on course, the student will have:

- Started Access 2003 and opened an Access database file
 - Used Access 2003 menus and toolbars and the Office Assistant
 - Opened and navigated multiple data tables
 - Formatted and printed an Access 2003 table
 - Added, edited, and deleted records using Datasheet View and a form
 - Created a table using both the Table Wizard and Design View
 - Reviewed Access 2003 field types and set a primary key
 - Modified a table structure in Design View
 - Set table field properties including default values, captions, formats, and required fields
 - Sorted and filtered table data
 - Created a query using both the Query Wizard and Design View
 - Changed field and sort order in a query
 - Set query criteria using wildcards, comparison operators, logical operators, and multiple criteria
 - Set Primary Key fields and added Indexes to Tables
 - Set Permanent Table Relationships
 - Enforced Referential Integrity
 - Created a basic form using the wizard and views
 - Worked with form design
 - Used Access Data in other applications such as Word and Excel
 - Created reports using the Report Wizard
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What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

Follow Up Courses

Access 2003 Intermediate
Access 2003 Advanced

Course Outline: Access 2003 Introduction

Exploring Access

- Discussing Database Fundamentals
- Exploring Access Fundamentals
- Starting Access
- Using the Menus and Toolbars
- Getting Help

Working with Tables

- Opening an Access Database
- Opening a Table
- Working with Multiple Tables
- Closing a Table
- Navigating in Datasheet View
- Formatting a Table in Datasheet View
- Printing a Table
- Exiting a Database

Working with Records

- Adding and Editing Records in Datasheet View
- Using the Data Entry Command
- Finding Records in a Table
- Undoing changes when adding or Editing
- Saving Record Changes
- Selecting Fields and Records in a Table
- Checking the Spelling of Data
- Deleting Records from a Table
- Using Data Entry Shortcuts
- Using Forms to Add and Edit Records

Designing Tables

- Defining Database Design Concepts
- Creating Tables and a Database
- Building a Table with the Table Wizard
- Constructing a Table in Design View

Modifying Tables and Setting Field Properties

- Working in Table Design View
- Modifying the Structure of a Table
- Defining Field Properties
- Assigning Field Size and a Different Field Label
- Utilizing the Display Format for a Field
- Specifying Decimal Places for a Number or Currency Field
- Defining a Value to be Entered in a Field
- Requiring Data to be Entered into a field

Working with Primary Keys and Indexes

- Setting Primary Key Fields
- Adding Indexes to Tables

Establishing Table Relationships

- Developing a Data Diagram
- Creating Permanent Table Relationships
- Enforcing Referential Integrity

Sorting and Filtering Data

- Performing a Simple Sort
- Filtering Data
- Using the Advanced Filter/Sort Window

Querying Data

- Understanding Query Concepts
- Building a Query with a Wizard
- Creating a Simple Query Using Design View
- Entering Criteria in a Query
- Changing the Field and Sort Order of a Query

Setting Query Criteria

- Preventing the Display of Duplicate Records
- Specifying Multiple Criteria in a Query
- Performing Simple Calculations in a Query
- Creating Multi-Table Queries

Creating and Using Basic Forms

- Defining Forms
- Creating a Form using the AutoForm feature
- Making a Form Using the Form Wizard
- Using Forms Views
- Working with Records in a Form

Creating Basic Reports

- Exploring Reporting Concepts
- Creating a Report Using the New Object Button
- Making a Report with a Wizard
- Modifying Format Properties of Controls
- Printing a Report