



Access 2003 Introduction v11

Prerequisites Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu, and the taskbar. Proficiency with minimizing, maximizing, and restoring windows is required.

Duration This is a 2 day course

Topics

Getting Started

- Starting Microsoft Access
- Opening a Database
- Using Personalized Menus
- Using Task Panes
- Displaying Object Lists
- Opening a Table
- Working with Toolbars
- Using Access Help
- Working with the Office Assistant
- Working with ScreenTips
- Exiting Microsoft Access

Designing a Database

- Understanding a Relational Database
- Creating a Database
- Creating a Table
- Understanding Field Data Types
- Defining Fields in Design View
- Setting a Primary Key
- Saving the Table
- Entering Data into a Table
- Previewing and Printing a Table
- Using the Table Wizard

Working with Tables

- Moving within a Table
- Selecting Records, Fields, and Cells
- Resizing Columns and Rows
- Hiding Columns
- Freezing Columns
- Moving Columns
- Saving the Table Layout
- Closing an Object Window

Working with Records

- Using Forms
- Finding and Replacing Records
- Editing Records in a Table or Form
- Undoing Changes
- Adding a Record to a Table or Form
- Using the Office Clipboard
- Deleting Records
- Sorting Records
- Filtering Records

Working with Tables

- Modifying Tables
- Adding a Picture or Object to a Table
- Inserting a Hyperlink into a Table
- Setting Field Properties
- Creating Input Masks
- Importing Data
- Linking Files
- Exporting Data

Working with Office Links Working with Queries

- Creating Relationships
- Understanding Queries
- Designing a Select Query
- Adding Fields to a Query
- Working with Record sets
- Adding a Table to an Existing Query
- Modifying Field Order
- Sorting Records in a Query
- Specifying Criteria in a Query
- Creating Calculated Fields
- Renaming Calculated Fields
- Calculating Grouped Records

Working with Reports and Forms

- Viewing the Report or Form Design
- Creating a Report or Form using the Wizard
- Creating a Report or Form in Design View
- Placing Fields in a Report or Form
- Saving and Closing a Report or Form
- Working with Print Preview
- Moving Fields
- Resizing Fields
- Printing a Report
- Creating a Report Snapshot

Enhancing Reports and Forms

- Using the Formatting Toolbar
- Using the Toolbox
- Creating a Calculated Control
- Aligning Controls
- Sorting and Grouping in a Report
- Calculating Grouped Records
- Adding Page Numbers, Date and Time
- Using AutoFormat