



CORPORATE & CAREER TRAINING

Access 2003 Basics

12 Hours

Objectives:

Access 2003 Basics is the first in a series of seminars in Access 2003 training. It covers the basics Access functions and features as well as beginning database concepts. Trainees will learn to:

- Navigate the Access environment quickly and easily
- Design and create databases and tables to effectively store and track data
- Navigate through table records
- Add, edit, and delete records in tables
- Set primary keys and field properties to ensure data accuracy
- Create and modify relationships between tables to create a solid database structure
- Filter data to display specific information
- Create queries to display specific records
- Modify queries to increase accuracy of results
- Create forms to simplify data entry
- Create reports to print data in an effective format
- Access online help to get assistance

Outline:

- Exploring Access: the Access user interface, using menu commands and toolbars, using database objects, the database window, the task pane, and the options dialog box.
- Creating Tables: creating a new database, table design, using Design View, adding field names, data types, and field descriptions, setting the primary key, using the table wizard.
- Working with Tables: using the datasheet view, navigating fields in tables, adding, selecting, editing, saving, and deleting records.
- Setting Field Properties: using field properties, limiting field size, setting formats, default values and validation rules.
- Finding and Filtering Data: sorting and finding specific records, using replace, filtering by selection criteria.
- Creating Relationships: using related tables, creating relationships between tables, setting referential integrity, viewing subdatasheets, and deleting a join line.
- Using Simple Queries: using queries and recordsets, using Simple Query Wizard, creating a query in Design View, opening and running a query, adding a table to a query, joining tables in a query.
- Modifying Query Results: sorting a query, adding criteria to a query, hiding a field in a query, adding a record via a query, printing a query, and query operators (AND, OR, BETWEEN, WILDCARD, etc)



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- **Creating Basic Forms:** using the Form Wizard, viewing and printing records in a form, basing a form on a Query, using AutoForm, adding a record using a form.
- **Creating Basic Reports:** using the Report Wizard, printing reports, grouping and summarizing report data, basing a report on a query, using AutoReport.
- **Appendices:** Editing Tables and Using Access Help