

Access 2003 Introduction

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Create a database
- Use queries to interrogate the data
- Use forms to input the data
- Print reports

Pre-requisites

Experience of Windows 2000 or later. Basic keyboard skills

Course Contents

Getting started

Database concepts
Exploring the Access environment
Getting help
Closing a database and Access

Databases and tables

Planning and designing databases
Exploring tables
Creating tables

Fields and records

Changing the design of a table
Finding and editing records
Organizing records

Data entry rules

Setting field properties
Working with input masks
Setting validation rules
Using indexes

Simple queries

Creating and using queries
Modifying query results and queries
Performing operations in queries

Using form

Creating forms
Using the Form Wizard
Using Design view
Finding, sorting, and filtering records

Working with reports

Creating reports
Modifying and printing reports