



Microsoft Access 2003: Introduction

Overview: Students will learn the basic skills necessary to begin using Access 2003. They will design and create databases, tables, queries, forms, and reports.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: An Overview of Access 2003

Understand Relational Databases
Examine the Access Environment
Open the Database Environment
Examine an Access Table

Lesson 2: Managing Data

Examine an Access Form
Add and Delete Records
Sort Records
Display Recordsets
Update Records
Run a Report

Lesson 3: Establishing Table Relationships

Identify Table Relationships
Identify Primary and Foreign Keys in the Relationships Window
Work with Subdatasheets

Lesson 4: Querying the Database

Create a Select Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms

Examine Form Design Guidelines
Create a Form Using AutoForm
Create a Form Using the Form Wizard
Modify the Design of a Form

Lesson 6: Producing Reports

Create an AutoReport
Create a Report by Using the Wizard
Examine a Report in Design View
Add a Calculated Field to a Report
Modify the Format Properties of a Control
AutoFormat a Report
Adjust the Width of a Report

