

Introduction to Access 2003

Course Summary

Description

This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.

Topics

- Getting Started
- Creating Tables
- Working with Tables
- Editing Tables
- Printing Data
- Creating Relationships
- Using Simple Queries
- Modifying Query Results
- Creating Basic Forms
- Creating Basic Reports
- Getting Help

Audience

This course targets people who want to gain the skills necessary to use Access to create a database to hold information on a subject and/or the basic skills needed to maintain and report on data in an Access database.

Prerequisites

This course assumes that students are familiar with the benefits of using personal computers and have used a mouse and keyboard. They should be comfortable in the Windows environment and able to use Windows to manage information on your computer. Specifically, students should be able to navigate to information stored on the computer, manage files and folders, and work with multiple windows at one time.

Duration

One day

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Course Outline

I. Getting Started

- A. Working with Access
- B. Starting Access
- C. Using the Interface
- D. Opening an existing database
- E. Using menu commands
- F. Displaying and hiding toolbars
- G. Displaying hidden toolbar buttons
- H. Moving and resizing toolbars
- I. Changing menu and toolbar options
- J. Using database objects
- K. Using the Database window
- L. Opening a database object
- M. Using the task pane
- N. Using the Options dialog box
- O. Exiting Access

II. Creating Tables

- A. Using the Database Wizard
- B. Creating a new database
- C. Designing tables
- D. Creating a table in Design view
- E. Using Design view
- F. Adding field names
- G. Assigning data types
- H. Adding a field description
- I. Setting a primary key
- J. Saving a new table
- K. Using the Table Wizard

III. Working with Tables

- A. Using Datasheet view
- B. Navigating fields in tables
- C. Adding records
- D. Moving through records
- E. Selecting records
- F. Editing records
- G. Saving records
- H. Deleting records

IV. Editing Tables

- A. Changing the Row Height
- B. Changing the Column Width
- C. Changing a Font Attribute
- D. Changing a Cell Effect
- E. Selecting a Column

- F. Moving a Column
- G. Hiding a Column
- H. Unhiding a Column
- I. Freezing a Column

V. Printing Data

- A. Printing Table Data
- B. Changing the Page Setup
- C. Using Print Preview
- D. Printing Selected Records

VI. Creating Relationships

- A. Using Related Tables
- B. Creating a Relationship between Tables
- C. Setting Referential Integrity
- D. Viewing Subdatasheets
- E. Deleting a Join Line

VII. Using Simple Queries

- A. Using Queries and Recordsets
- B. Using the Simple Query Wizard
- C. Creating a Query in Design View
- D. Opening a Query
- E. Adding a Table to a Query
- F. Joining Tables in a Query
- G. Running a Query

VIII. Modifying Query Results

- A. Sorting a Query
- B. Adding Criteria to a Query
- C. Hiding a Field in a Query
- D. Adding a Record using a Query
- E. Printing a Query

IX. Creating Basic Forms

- A. Using Forms
- B. Using the Form Wizard
- C. Viewing Records in a Form
- D. Printing Records in a Form
- E. Basing a Form on a Query
- F. Using AutoForm
- G. Adding a Record using a Form

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Course Outline (cont'd)

X. Creating Basic Reports

- A. Using Reports
- B. Using the Report Wizard
- C. Using Print Preview - Reports
- D. Printing Pages of a Report
- E. Grouping and Summarizing Report Data
- F. Basing a Report on a Query
- G. Using AutoReport

XI. Getting Help

- A. Using Microsoft Access Help
- B. Working with the Help Task Pane
- C. Using Type a Question for Help
- D. Controlling Online Content Settings
- E. Working with Online Help
- F. Displaying/Hiding the Office Assistant
- G. Finding an Answer
- H. Changing Office Assistant Options