

Access 2000 - 2003 Level 1 – Data Entry and Reports

1-day course

Course Code: D1N1Aen

Who should attend? This course is intended for new users of Access 2000 - 2003.

Prerequisites Windows 95, 98, 2000, XP or Windows NT 4.0

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Identify the components of a database and work with those components
- Open a table, find information stored there, and enter data
- Create several query types, edit and run queries, and use action and calculation queries
- Create several report types, enhance reports, and print and preview reports
- Preview and print database objects and change the page setup options

Course Content

The Basics

Database Concepts; Getting Started; Working with Objects;

Table Data

Table Concepts; Viewing Data in Tables; Changing the Datasheet Appearance; Entering and Editing Data; Applying Filters;

Queries

Using the Query Wizard; Creating Queries in Design View; Selecting and

Sorting in a Query; Calculations; Action Queries; Parameter Queries;

Reports

Creating Reports; Using the Report Wizard; Previewing Reports; Changing Report Designs; Control Operations; Error Checking;

Control

Attributes;

Printing

Printing Objects; Page Setup Options;