

# Access 2000 - 2003 Level 1 – Database Design

2-day course

Course Code: D1N1Ben

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

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

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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 a table design from a template, and customize it
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas
- Create relationships between tables to ensure data accuracy and to deploy referential integrity
- Create forms for entering data into tables, and change the design elements that have been placed on those forms
- 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
- Import and export data to and from various sources, including Word and Excel
- Preview and print database objects, and change the page setup options

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## Course Content

### The Basics

Database Concepts; Getting Started; Creating a Database; Converting Access Files; Working with Objects;

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### Table Data

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

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### Table Design

The Table Wizard; Changing the Table Design; Creating a Table in Design View;

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### Data Entry

Data Entry Concepts; Data Formats; Input Masks; Input Validation; Adding Records;

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## Relationships

Relationships Between Tables; Creating a Relationship; Referential Integrity; Removing a Relationship; Printing Relationships;

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## Creating and Using Forms

Creating a Form Using AutoForm; Creating a Form Using the Form Wizard; Creating a Form in Design View; Opening a Form; Changing a Form Design; Adding Controls; Placing Controls; Multiple-Choice Controls; Error Checking;

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## Queries

Using the Query Wizard; Creating a Query in Design View; Selecting and Sorting in a Query; Calculations; Action Queries; Parameter Queries;

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## Reports

Creating Reports; Using the Report Wizard; Previewing Reports; Creating Reports in Design View; Changing Report Design; Control Operations; Control Attributes;

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## Importing and Exporting Data

Importing and Exporting; Importing a Text File; Importing Data from an Access Database; Exporting Data; Exporting Data Using Office Links; Troubleshooting Importing and Exporting Problems;

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## Printing

Printing Objects; Page Setup Options;