

Access 2003 Level 1 – Data Entry and Reports

1-day course
Course Code: D131Aen

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

Prerequisites Windows 2000, XP or Vista

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

References

Access 2003 Help; Access 2003 Shortcuts
