

Access 2003 Level 1 – Database Design

2-day course

Who should attend?	This course is intended for new users of Access 2003.
Prerequisites	Windows 95, 98, 2000, XP or Windows NT 4.0
Course Objectives	<p>Upon completion of the course, participants will be able to accomplish the following:</p> <ul style="list-style-type: none">○ 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

Course Content

The Basics

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

Table Data

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

Table Design

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

Data Entry

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

Relationships

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

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;

Queries

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

Reports

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

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;

Printing

Printing Objects; Page Setup Options;