

# Microsoft Access 2003 – Level 1 – Data Entry and Reports

Length: 1 day

## Who should attend?

This course is intended for new users of Access 2003.

## 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;

