

Microsoft Access 2003 – Level 1 Database Design

Length: 2 days

Who should attend?

This course is intended for new Microsoft Access 2003 users.

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

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;

