

Access 2003: Basic

2 days

Description

This ILT Series course teaches the basic functions and features of Access 2003. Students will learn how to plan and create a database, work with tables, create queries and forms, filter records, and generate reports.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2003 exam. For comprehensive certification training, students should complete Access 2003: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Previous experience with Excel is recommended*

Course Outline

Unit 1: Getting started

Topic A: Database concepts
Topic B: Exploring the Access environment
Topic C: Getting help
Topic D: Closing a database and Access

Unit 2: Databases and tables

Topic A: Planning and designing databases
Topic B: Exploring tables
Topic C: Creating tables

Unit 3: Fields and records

Topic A: Changing the design of a table
Topic B: Finding and editing records
Topic C: Organizing records

Unit 4: Data entry rules

Topic A: Setting field properties
Topic B: Working with input masks
Topic C: Setting validation rules
Topic D: Using indexes

Unit 5: Simple queries

Topic A: Creating and using queries
Topic B: Modifying query results and queries
Topic C: Performing operations in queries

Unit 6: Using forms

Topic A: Creating forms
Topic B: Using the Form Wizard
Topic C: Using Design view
Topic D: Finding, sorting, and filtering records

Unit 7: Working with reports

Topic A: Creating reports
Topic B: Modifying and printing reports