

Access 2003 Level 1

Course ID: DAC03L1

Duration: 1 days

Certification: N/A

Exam: N/A

Summary / Objectives

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer based applications, is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database and the Microsoft® Office Access 2003 relational database application and its information management tools.

You will be introduced to the features of the Microsoft® Office Access 2003 application.

This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications.

Course Content

An Overview of Access 2003
Relational Databases
Access Environment
The Database Environment
Examine an Access Table

Establishing Table Relationships
Identify Table Relationships
Identify Primary and Foreign Keys in the Relationships Window
Working with Subdatasheets

Querying the Database
The Select Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform a Calculation on a Record Grouping

Managing Data
Examine an Access Form
Add and Delete Records
Sort Records
Display Record Sets

Update Records
Run a Report

Designing Forms
Form Design Guidelines
Create AutoForms
Create a Form Using the Form Wizard
Modify the Design of a Form

Producing Reports
Create an AutoReport
Create a Report by Using the Wizard
Examine a Report in Design View
Add a Calculated Field to a Report
Modify the Format Properties of a Control
AutoFormat a Report
Adjust the Width of a Report

Pre-Requisites

To ensure the successful completion of Microsoft Access 2003: Level , we recommend completion of one of the following or equivalent knowledge from another source:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Skills

Upon successful completion of this course, students will be able to:

- Examine the Microsoft® Office Access 2003 database application.
- Manage the data in a database.
- Examine existing table relationships.
- Query the database.
- Design simple forms.
- Create and modify Access reports.