

# MICROSOFT OFFICE ACCESS 2003 INTRODUCTION

## COURSE AIMS

This course is aimed at new users of Microsoft Office Access who have little knowledge of Microsoft Office Access or databases but who require a working knowledge of the product.

On completion of this course the user should be able to confidently do the following:

- Design and create a simple database
- Enter and edit data in a table
- Search and query a table
- Create user forms and print reports

## COURSE CONTENT

### **Database Terminology**

Data Storage  
Database Objects  
Relational and Flat-File Databases  
Access Databases

### **The Access Environment**

Database Window  
Menu Bar  
Dialog Boxes  
Shortcut Menus  
Wizards  
Help System

### **Tables**

Creating a Table  
Modifying a Table  
Field Names  
Data Types  
Field Properties

### **Entering And Editing Data**

Adding New Records  
Editing Records  
Deleting Records

### **Modifying Table Appearance**

Column widths and row heights

### **Working With Records**

Sorting Records  
Finding Records  
Filtering Records

### **Forms**

Creating a Form  
Modifying a Form  
Changing the Appearance of Controls  
Subforms

### **Queries**

Select Queries  
Update Queries

### **Reports**

Creating a Report  
Modifying a Report  
Printing a Report

### **Using Multiple Tables**

Relational Database Design Theory  
Creating Simple Relationships

## NOTES

Ability also offer Advanced and Application Development courses for more experienced users.