

Microsoft Office Access 2003

Core



Course Objective

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Access 2003. It is designed for computer users who are new to Access, or who only plan to use Access occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
 - a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
 - a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
 - a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
 - Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
 - a mouse or other pointing device compatible with Windows
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Courseware Outline

About This Courseware

Courseware Conventions

- Basic Windows Skills Checklist

A Quick Review of Basics

- System Requirements
- Obtaining Support
- Starting Access

Moving Around

Getting Help

Exiting Access

Introducing Access

Objectives of Section 1

Overview

- What is a Database?
- What is Access?

Looking at the Screen

Creating a Database with the Wizard

- Using the Wizard Dialogs
- Using the Switchboard

Looking Around Access

- Using the Database Window

Planning a Database

- Determining the Scope of the Project
- Designing the Table Structure
- Determining Inputs and Outputs

Creating a Database Manually

- Creating a New Database

Apply Your Skills

Summary of Section 1

Questions and Review

Creating & Modifying Tables

Objectives of Section 2

Creating Tables in Access

- New Table Dialog Box

Creating a Table Using the Wizard

Entering Data

Defining Data Types & Properties

- Changing Views
- Setting Data Types
- Setting Field Properties
- Date Formats
- Setting a Primary Key

Creating a Table Manually

- Creating a Table in Datasheet View
- Saving a Table
- Creating a Table in Design View

Moving Around in the Table

- Using the Mouse
- Using the Keyboard
- Using the Navigation Buttons

Restructuring Tables

- Adding a Field
- Modifying a Field
- Deleting a Field
- Changing the Field Order

Formatting Tables

- Changing the Column Order
- Freezing Columns
- Changing Column Widths
- Changing Fonts
- Changing Cell Formats

Printing and Distributing Tables

- Printing Records
- Saving a Table as a Web Page

Apply Your Skills

Summary of Section 2

Questions and Review

Data Manipulation

Objectives of Section 3

Inserting & Deleting Records

Changing Data & Undoing Changes

- Editing Data in Datasheet View
- Undoing Changes

Importing & Exporting Data

- Importing Data from Other Applications
- Exporting Data to Other Applications

Finding Data

- Exact Matching
- Partial Matching
- Case Sensitive Searching
- Using Wildcard Characters

Replacing Data in Multiple Records

Sorting Records

- Sorting by a Single Field
- Sorting by More than One Field

Filtering Records

- Filter By Selection
- Filter Excluding Selection
- Filter For
- Filter By Form
- Advanced Filter/Sort

Apply Your Skills

Summary of Section 3

Questions and Review

Simple Select Queries

Objectives of Section 4

What is a Query?

Creating a Simple Query

- Creating a Query using the Wizard
- Creating a Query from Scratch

Saving Queries

- Selecting Specific Fields

Adjusting the Dynaset

- Sorting the Dynaset
- Deleting Fields

Selecting Records

- Using Simple Criteria
- Using Comparison Operators
- Using Wildcard Characters
- Excluding Fields from a Dynaset

Using Multiple Selection Criteria

- Using the AND Operator
- Using the OR Operator
- Using AND & OR Operators in the Same Field

Functions & Calculated Fields

- Using the Date Function
- Calculated Fields

Changing Field Properties

Apply Your Skills

Summary of Section 4

Questions and Review

Relating Multiple Tables

Objectives of Section 5

Establishing Table Relationships

- Understanding Relationships
- Types of Relationships
- Prerequisites to Defining Relationships
- One-To-Many Relationships
- Viewing Related Tables
- One-To-One Relationships
- Many-To-Many Relationships

Enforcing Referential Integrity

Using the Table Analyzer

Database Maintenance

- Backing Up and Restoring a Database
- Compacting and Repairing a Database
- Object Dependencies

Apply Your Skills

Summary of Section 5

Questions and Review

Forms and Reports

Objectives of Section 6

What is a Form or Report?

Creating a Form

- Creating an AutoForm
- Using the Form Wizard
- Switching Views

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SLATE TRAINING CENTRE

Using Forms <ul style="list-style-type: none">Moving Within RecordsMoving Between RecordsEntering and Editing Data	Summary of Section 7	Working with Properties
Modifying a Form <ul style="list-style-type: none">Moving and Resizing FieldsAligning, Sizing and Spacing ControlsUsing Drawing ToolsAdding and Modifying Text	Questions and Review	Using the Property Sheet
Calculated Fields	Advanced Queries	Format Tab
Creating a Report <ul style="list-style-type: none">Creating an AutoReportUsing the Report Wizard	Objectives of Section 8	Data Tab
Modifying Reports	Select Queries from Multiple Tables <ul style="list-style-type: none">Inner and Outer JoinsUnmatched Queries	Other Tab
Creating Mailing Labels	Specialized Select Queries <ul style="list-style-type: none">Parameter QueriesUnique QueriesDuplicate Queries	Using Unbound & Bound Controls
Printing Forms and Reports <ul style="list-style-type: none">Printing FormsPrinting Reports	Summary Queries <ul style="list-style-type: none">Total QueriesCrosstab Queries	Applying Images
Apply Your Skills	Action Queries <ul style="list-style-type: none">Make Table QueriesDelete QueriesAppend QueriesUpdate Queries	Using List Boxes and Combo Boxes
Summary of Section 6	Queries from Filters	Using Check Boxes
Questions and Review	Apply Your Skills	Using Option Groups
Advanced Table Design	Summary of Section 8	Creating Subforms & Subreports
Objectives of Section 7	Questions and Review	Creating a Subform with the Form Wizard
Advanced Field Properties <ul style="list-style-type: none">Using Input MasksUsing Validation RulesDefault Values and Required FieldsIndexed Fields	Advanced Forms, Reports and Pages	Using the Subform/Subreport Tool
Using Lookup Fields <ul style="list-style-type: none">Entering Lookup Data ManuallyUsing the Lookup Wizard	Objectives of Section 9	Dragging & Dropping Subforms
Linking Tables	Features of Forms & Reports <ul style="list-style-type: none">Working with Sections	Publishing to the Web
Apply Your Skills	Creating Forms & Reports from Scratch <ul style="list-style-type: none">Creating a Form in Design ViewCreating a Report in Design View	Exporting to HTML
		Data Access Pages
		Apply Your Skills
		Summary of Section 9
		Questions and Review
		Appendices
		Projects and Case Studies
		Productivity Tools
		Glossary of Terms
		Answers to Review Questions
		Index
		Microsoft Office Specialist Skills Courseware Mapping
