

# Microsoft Office Access 2003

## Level 1



### Course Objective

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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

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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

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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  
Using Forms  
Moving Within Records  
Moving Between Records  
Entering and Editing Data  
Modifying a Form  
Moving and Resizing Fields  
Aligning, Sizing and Spacing Controls

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Using Drawing Tools  
Adding and Modifying Text  
Calculated Fields

Creating a Report  
Creating an AutoReport  
Using the Report Wizard  
Modifying Reports  
Creating Mailing Labels  
Printing Forms and Reports  
Printing Forms  
Printing Reports  
Apply Your Skills  
Summary of Section 6  
Questions and Review

**Appendices**  
Projects and Case Studies  
Productivity Tools  
Answers to Review  
Glossary of Terms  
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Microsoft Office Access 2003  
Exam Objectives

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