

## ExecuTrain Course Outline

# Access 2003 Level I

S0094v1.0

1 Day

### Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful in formation 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® Access 2003 relational database application and its information management tools.

### Prerequisites

To ensure the successful completion of Microsoft Access 2003: Level 1, we recommend completion of one of the following courses, or equivalent knowledge:

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

### Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. 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.

### Outline

#### An Overview of Access 2003

- Relational Databases
- The Access Environment
- The Database Environment
- Examine an Access Table

#### Managing Data

- Examine an Access Form
- Add and Delete Records
- Sort Records
- Display Record Sets
- Update Records
- Run a Report

#### Establishing Table Relationships

- Identify Table Relationships
- Identify Primary and Foreign Keys in the Relations ships 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

#### 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