



## Microsoft® Office Access 2003: Introduction

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Access 2003

### Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer 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 by using the Microsoft® Office Access 2003 relational database application and its information management tools.

**Course Objective:** You will be introduced to the features of the Access 2003 application.

**Target Student:** This course is designed for students who wish to learn the basic operations of the Access 2003 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.

**Prerequisites:** To ensure the successful completion of *Microsoft® Office Access 2003: Level 1*, we recommend completion of one of the following Element K courses, or equivalent knowledge from another source:

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

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-based Objectives

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.

## **Course Content**

### **Lesson 1: An Overview of Access 2003**

- Topic 1A: Understand Relational Databases
- Topic 1B: Examine the Access Environment
- Topic 1C: Open the Database Environment
- Topic 1D: Examine an Access Table

### **Lesson 2: Managing Data**

- Topic 2A: Examine an Access Form
- Topic 2B: Add and Delete Records
- Topic 2C: Sort Records
- Topic 2D: Display Recordsets
- Topic 2E: Update Records
- Topic 2F: Run a Report

### **Lesson 3: Establishing Table Relationships**

- Topic 3A: Identify Table Relationships
- Topic 3B: Identify Primary and Foreign Keys in the Relationships Window
- Topic 3C: Work with Subdatasheets

### **Lesson 4: Querying the Database**

- Topic 4A: Create a Select Query
- Topic 4B: Add Criteria to a Query
- Topic 4C: Add a Calculated Field to a Query
- Topic 4D: Perform a Calculation on a Record Grouping

### **Lesson 5: Designing Forms**

- Topic 5A: Examine Form Design Guidelines
- Topic 5B: Create a Form Using AutoForm
- Topic 5C: Create a Form Using the Form Wizard
- Topic 5D: Modify the Design of a Form

### **Lesson 6: Producing Reports**

- Topic 6A: Create an AutoReport
- Topic 6B: Create a Report by Using the Wizard
- Topic 6C: Examine a Report in Design View
- Topic 6D: Add a Calculated Field to a Report
- Topic 6E: Modify the Format Properties of a Control
- Topic 6F: AutoFormat a Report
- Topic 6G: Adjust the Width of a Report