

## Microsoft Office Access 2003

**COURSE CODE: MSACS03**

### Course Description

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:-

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

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## Course Outline

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

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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  
Apply Your Skills

Filter/Sort

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

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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  
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

## **Advanced Table Design**

Objectives of Section 7  
Advanced Field Properties  
Using Input Masks  
Using Validation Rules  
Default Values and Required Fields  
Indexed Fields  
Using Lookup Fields  
Entering Lookup Data Manually  
Using the Lookup Wizard  
Linking Tables  
Apply Your Skills

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Summary of Section 7  
Questions and Review

### **Advanced Queries**

Objectives of Section 8  
Select Queries from Multiple Tables  
Inner and Outer Joins  
Unmatched Queries  
Specialized Select Queries  
Parameter Queries  
Unique Queries  
Duplicate Queries  
Summary Queries  
Total Queries  
Crosstab Queries  
Action Queries  
Make Table Queries  
Delete Queries  
Append Queries  
Update Queries  
Queries from Filters  
Apply Your Skills  
Summary of Section 8  
Questions and Review

### **Advanced Forms, Reports and Pages**

Objectives of Section 9  
Features of Forms & Reports  
Working with Sections  
Creating Forms & Reports from Scratch  
Creating a Form in Design View  
Creating a Report in Design View  
Working with Properties  
Using the Property Sheet  
Format Tab  
Data Tab  
Other Tab  
Using Unbound & Bound Controls  
Applying Images  
Using List Boxes and Combo Boxes  
Using Check Boxes  
Using Option Groups  
Creating Subforms & Subreports  
Creating a Subform with the Form Wizard  
Using the Subform/Subreport Tool  
Dragging & Dropping Subforms

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Publishing to the Web  
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

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