

Microsoft Office Access 2003

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

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

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- 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
- 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
- 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