

Access 2003 - Lvl 1

Introduction to Access

Synopsis:

This module introduces the basic skills necessary for using Access. It includes tasks to explore Access; and create, work with, and edit tables. Students will also learn how to find, filter, and print data.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Access
- Create tables
- Work with tables
- Edit tables
- Find and filter data
- Print data

This module includes:

Getting Started

- Working with Access
- Starting Access
- Using the Interface
- Opening an existing database
- Using menu commands
- Displaying and hiding toolbars
- Displaying hidden toolbar buttons
- Moving and resizing toolbars
- Changing menu and toolbar options
- Using database objects
- Using the Database window
- Opening a database object
- Using the task pane
- Using the Options dialog box
- Exiting Access

Creating Tables

- Using the Database Wizard
- Creating a new database
- Designing tables
- Creating a table in Design view
- Using Design view
- Adding field names
- Assigning data types
- Adding a field description
- Setting a primary key
- Saving a new table
- Using the Table Wizard

Working with Tables

- Using Datasheet view
- Navigating fields in tables
- Adding records
- Moving through records
- Selecting records
- Editing records
- Saving records
- Deleting records

Access 2003 - Lvl 1

Introduction to Access

Editing Tables

- Changing the row height
- Changing the column width
- Changing a font attribute
- Changing a cell effect
- Selecting a column
- Moving a column
- Hiding a column
- Unhiding a column
- Freezing a column

Finding and Filtering Data

- Sorting records
- Finding specific records
- Finding records using wildcards
- Using Replace
- Using Filter By Selection
- Applying/Removing a filter
- Using Filter Excluding Selection
- Using Filter For
- Using Filter By Form

Printing Data

- Printing table data
- Changing the page setup
- Using print preview
- Printing selected records

Access 2003 - Lvl 1

Presenting Data

Synopsis:

This module introduces the skills necessary to present data in Access. It includes tasks such as creating relationships, using simple queries, modifying query results, and analyzing tables. Students will also learn how to create basic forms and reports and get Help.

Prerequisites:

Introduction to Access

Objectives:

- Create relationships
- Use simple queries
- Modify query results
- Analyze tables
- Create basic forms
- Create basic reports
- Get Help

This module includes:

Creating Relationships

- Using related tables
- Creating a relationship between tables
- Setting referential integrity
- Viewing subdatasheets
- Deleting a join line

Using Simple Queries

- Using queries and recordsets
- Using the Simple Query Wizard
- Creating a query in Design view
- Opening a query
- Adding a table to a query
- Joining tables in a query
- Running a query

Modifying Query Results

- Sorting a query
- Adding criteria to a query
- Hiding a field in a query
- Adding a record using a query
- Printing a query

Analyzing Tables

- Analyzing a table
- Using relationships in splits
- Using the Table Analyzer Wizard
- Using the Performance Analyzer

Creating Basic Forms

- Using forms
- Using the Form Wizard
- Viewing records in a form
- Printing records in a form
- Basing a form on a query
- Using AutoForm
- Adding a record using a form

Creating Basic Reports

- Using reports
- Using the Report Wizard

Access 2003 - Lvl 1

Presenting Data

Using print preview - reports
Printing pages of a report
Grouping and summarizing report data
Basing a report on a query
Using AutoReport

Getting Help

Using Microsoft Access Help
Working with the Help task pane
Using Type a question for help
Controlling online content settings
Working with online Help
Displaying/Hiding the Office Assistant
Finding an answer
Changing Office Assistant options