

## Access 2003: Basic...Day 1

2 Days

### Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Getting Started

##### **Lesson 1.1: Starting Out**

What Is Microsoft Access?  
What's New In Access 2003?  
Planning A Database  
Basic Terminology  
Opening Microsoft Access  
Interface Overview  
Closing Microsoft Access

##### **Lesson 1.2: Using The Access Interface**

Using The Access Menus  
Using Access Task Panes  
Using Toolbars  
Using The Database Window

##### **Lesson 1.3: Getting Help**

Using The Help Menu  
Using The Help Task Pane  
Using The Office Assistant  
Using The Type A Question Box  
Getting Help In A Dialog Box  
Using The Sample Databases

#### Section 2: Create A Database And Work With Tables

##### **Lesson 2.1: First Steps**

Creating A Blank Database  
About Tables  
Creating A Table Using The Wizard  
Creating A Table In Design View  
Date Types  
Adding Field Descriptions  
Adding A Primary Key To A Table  
Inserting, Deleting, And Moving Fields

##### **Lesson 2.2: Formatting Tables**

Understanding Field Properties  
Formatting Number Fields  
Formatting Text Fields  
Adding Captions

##### **Lesson 2.3: Controlling Table Data Entry**

Setting A Default Value  
Setting A Required Value  
Creating And Using Input Masks

##### **Lesson 2.4: Managing Table Data Entry**

How To Validate Data  
Creating A Lookup Field  
Modifying A Lookup Field  
Creating A Value List  
Modifying A Value List

## Access 2003: Basic...Day 1, continued

### ***Lesson 2.5: Editing Records***

What Is A Record?

Adding Records

Editing Records

Deleting Records

### ***Lesson 2.6: Finding And Sorting***

Using Find And Replace

Sort Ascending Or Descending

## **Section 3: Create A Database And Work With Tables**

### ***Lesson 3.1: Creating And Managing Table Relationships***

Creating And Removing Table Relationships

## **Section 4: Create A Query**

### ***Lesson 4.1: Creating Queries***

What Is A Query?

Creating A Query With The Wizard

Creating A Query In Design View

Sorting A Query

Query Criteria

Wildcard Characters

Query A Range Of Records

Using And/Or Operators

### ***Lesson 4.2: Multiple Table Queries***

Creating A Multiple Table Query

Creating A Calculated Field

Using The Expression Builder

### ***Lesson 4.3: Using Queries To Summarize***

Using Queries To Summarize

## **Section 5: Viewing And Printing Your Data**

### ***Lesson 5.1: Formatting A Datasheet***

Adjusting Row Height And Column Width

Rearranging Columns

Freezing A Row Or Column

Hiding A Column

Changing The Datasheet Font

### ***Lesson 5.2: Viewing Data***

Using The View Menu

Using The Window Menu

Hiding And Un-hiding Windows

Arranging Windows

Closing Individual Windows

### ***Lesson 5.3: Printing A Database Object***

Using The Print Icon

Using Print Preview

Using Page Setup

## **Access 2003: Basic...Day 2 (Forms and Reports), continued**

### **Section 1: Working With Forms**

#### **Lesson 1.1: Creating Forms**

- What Is A Form?
- Bound Vs. Unbound Controls
- Creating An Autoform
- Creating A Form With The Wizard
- Creating A Form In Design View
- Using Forms

#### **Lesson 1.2: Basic Form Controls**

- Adding A Control
- Using The Control Wizard
- Cutting, Copying, Pasting, And Moving A Control
- Formatting A Control

#### **Lesson 1.3: Advanced Form Controls**

- Modifying A Control's Properties
- Changing A Control's Data Source
- Changing A Control's Default Value
- Creating A Calculated Control
- Using Form Properties

#### **Lesson 1.4: Formatting A Form**

- Formatting Gridlines
- Modifying The Font
- Adding Images
- Using Autoformat

### **Section 2: Working With Subforms**

#### **Lesson 2.1: Creating A Subform With A Wizard**

- Creating A Subform With The Wizard

#### **Lesson 2.2: Add A Subform To An Existing Form**

- Adding A Subform To An Existing Form

### **Section 3: Reports**

#### **Lesson 3.1: Reports**

- What Is A Report?
- Creating A Report With The Wizard
- Creating A Report In Design View
- Using Reports

#### **Lesson 3.2: Organizing Report Data**

- Adding And Removing Fields
- Using Report Sections
- Changing Section Properties
- Grouping And Sorting In A Report
- Changing Group Properties
- Using Calculated Controls In A Report

#### **Lesson 3.3: Formatting Reports**

- Formatting Gridlines
- Modifying The Font
- Adjusting The Layout Of Your Report
- Using Autoformat
- Aligning And Formatting Controls
- Adding Pictures And Lines

#### **Lesson 3.4: Common Report Tasks**

- Adding A Photo
- Adjusting Page Properties
- Adding Headers And Footers
- Adding Page Numbers
- Using The Label Wizard