

# Microsoft Access 2003 - Introduction



This course is designed for the new or inexperienced user who has a need to use the programme on a regular basis.

Delegates attending the course will be able to understand databases, create, manage and format data and use the various tools and shortcuts available within Access to do so in an efficient and timely manner. This will enable the delegate to interrogate the data and create informative reports. *This course can be tailored to your specific needs.*

**Duration:** 1 Day

**The course covers the following: -**

## Database Theory

- ▶ Understanding Access 2003

## Access 2003 Environment

- ▶ The Access Window
- ▶ Using the Navigation Pane
- ▶ Working With Database Objects
- ▶ Exiting from Access 2003

## Creating Tables

- ▶ Adding Fields
- ▶ Setting Field Types
- ▶ Rename Fields

## Working With Records

- ▶ Navigating In A Table
- ▶ Editing A Record
- ▶ Deleting Records
- ▶ Finding And Replacing Data
- ▶ Printing Records

## Formatting Tables

- ▶ Changing Column Widths
- ▶ Formatting The Datasheet
- ▶ Moving Columns
- ▶ Freezing Columns
- ▶ Hiding/Unhiding Columns

## Sorting And Filtering

- ▶ Simple Sorting
- ▶ Sorting On Several Fields
- ▶ Creating A Simple Filter
- ▶ Clearing A Filter

## Select Queries

- ▶ Creating A Query Design
- ▶ Modify A Query
- ▶ Apply Criteria To A Query
- ▶ Querying Using Wildcards
- ▶ Querying With Logical Operators
- ▶ Saving And Reusing A Query

## Forms

- ▶ Create A Basic Form
- ▶ Create A Split Form
- ▶ Working With A Form
- ▶ Edit Records In A Form
- ▶ Delete Records Through A Form
- ▶ Creating A Form From A Query

## Reports

- ▶ Create A Basic Report
- ▶ Printing A Report
- ▶ Use The Report Wizard



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