



# Central IT Training

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## Access 2003 Introduction

**Course Duration**            2 Days            9:30am to 4:30pm

### Overview

This course is designed to give you a good basic knowledge of Access enabling you to develop and maintain a basic database.

### Minimum Requirements

Delegates should have a basic knowledge of windows and be able to use the keyboard and mouse. Knowledge of Excel to Intermediate level is preferable.

## Course Contents

### The Basics

- The Access Screen
- Planning a Database
- Creating a New Database
- Saving Concepts in Access
- Closing a Database
- Components of a Database

### Tables

- Creating a Table
- Data Types and Field Properties
- Primary Keys
- The Input Mask
- Adding Fields to a Table
- Entering and Editing Data
- Copying, Moving and Deleting Data
- Deleting Records and Fields
- Re-ordering Fields
- Column Width and Row Height
- Freezing Columns
- Finding, Sorting and Filtering Data
- Formatting and Printing a Datasheet

### Relationships

- The Relationships Window
- Creating Relationships
- Referential Integrity
- Editing Relationships
- Deleting Relationships

### Queries

- Creating Queries
- The Query Grid
- Logical Operators in Criteria
- Text in Criteria - Wildcards
- Multiple Criteria
- Totals in Queries

### Forms

- Creating a Form using the Wizard
- Altering Form Design
- Types of Control
- The Toolbox
- Adding a Sub Form
- Adding Data using a Form
- Editing Data using a Form
- Deleting Data using a Form
- Form Properties
- Creating Command Buttons
- Finding Records
- Filtering Records
- Sorting Records

### Reports

- Creating a Report using the Wizard
- Formatting a Report
- Previewing a Report
- Printing a Report
- Editing a Report