



Central IT Training

Access 2003 Users

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to give you a basic knowledge of using Access enabling you to use a database.

Minimum Requirements

Delegates should have a basic knowledge of windows and be able to use the keyboard and mouse.

Course Contents

The Basics

- The Access Screen

Tables

- Entering and Editing Data
- Copying, Moving and Deleting Data
- Deleting Records and Fields
- Column Width and Row Height
- Freezing Columns
- Finding, Sorting and Filtering Data
- Formatting and Printing a Datasheet

Forms

- Editing Data using a Form
- Deleting Data using a Form
- Finding Records
- Filtering Records
- Sorting Records

Relationships

- Relationship Basics
- The Relationships Window

Queries

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

Reports

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