



Access 2003 Essentials

One Day Training Course

Course Aims:

MS Access 2003 is the latest database from Microsoft designed specifically for a graphical environment. This course is designed to give you an understanding of some of the major features and functions within Access and the advantages of using a relational database running under Windows. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given.

Course Outline:

Lesson 1: Overview of Access 2003

Introduction to Database Concepts and Terminology
Introduction to Access 2003
Database Planning and Design

Lesson 2: Creating Tables

Examining a Table
Creating a Table in Design View

Lesson 3: Working with Tables

Modifying a Table Using Design View
Finding and Editing Records
Filtering and Sorting Records

Lesson 4: Creating and Using Select Queries

Creating a Select Query to View Specific Fields
Specifying Criteria in a Query to View Specific Records

Lesson 5: Creating and Using Forms

Creating a Form with the Form Wizard
Modifying the Form Design

Lesson 6: Creating and Using Reports

Creating a Report with the Report Wizard
Target Audience:
New, recent or intending users of Microsoft Access 2003 who have little or no existing database knowledge.

Assumed Knowledge:

A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "Windows User Introduction" course.