

# MS Access 2003 Introduction

## Two 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:

#### **Introduction to Databases**

- What are Databases?
- An Overview of Manual Databases
- A Comparison with Computerised Databases
- What is a Relational Database?
- Designing Tables; Primary Keys & Foreign Keys

#### **Main Tasks of an Access Database**

- Storage of Data;
- Viewing, Entering & Editing Data
- Searching for & Asking Questions of the Data
- Printing Reports;

#### **The Course Database**

##### **Using Microsoft Access 2003**

- Starting & Leaving Microsoft Access 2003
- The Microsoft Access Screen

##### **Access Help, Wizards & Cue Cards**

##### **Creating a Database**

- The Database Windows; Creating Table Objects
- Table Definition Components
- Field Properties; Setting the Primary Key
- Saving a Table

##### **Modifying Table Structures**

##### **Importing & Linking Data**

##### **Relating Tables**

- Using Look-Up Fields
- Relationships & Referential Integrity

##### **Data Entry**

- Using the Datasheet View; Keyboard Commands
- Adding a New Record; When Data is Saved
- Undoing Changes made in Error
- Copy, Moving & Deleting Data
- Deleting a Record

##### **Changing the "Look" of Data**

##### **Searching Tables**

- The Find Command; Find & Replace
- Using Filters - Limitation of Find

##### **Designing Data Entry Forms**

- Advantages of Forms in Access
- Types of Form; The Form Wizard
- Using AutoForm; Working in a Form
- Create a Single-Column Form using the Form Wizard
- Creating a Form Using Multiple Tables

##### **The Form Design Work Surface**

- The Object Property Sheet;
- The Field List; The ToolBar
- Working in Forms Designer

##### **Select Queries**

- What is a Select Query or a Dynaset?
- Criteria; Summarising Data
- Table Joins in Queries;
- The Different Join Types
- Calculated Fields in Queries
- Expression Builder

##### **Action Queries**

- What are Action Queries?
- Update & Make Table Queries;
- Delete & Append Queries

##### **Reporting in Access**

- Printing Tables & Forms; AutoReport
- Report Wizard; Single Column Reports
- Tabular & Groups/Totals Reports
- Mailing Labels; The Screen Preview
- Printing Tables & Dynasets
- Using AutoReport & Report Wizards
- Changing the Design of Existing Reports
- The Report Bands; Mailing Labels

### 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.