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## Access 2003 - Level 1

### Duration:

Instructor-led Classroom Learning - 2.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

### Overview:

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

### Who Should Attend:

This course is designed for students who wish to learn the basic and intermediate-level operations of the Microsoft Access Database program to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The first day addresses job responsibilities that include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications. The second day addresses job responsibilities that include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces integrating Access data with other Microsoft applications.

### At Course Completion:

You will be introduced to the features of the Microsoft Office Access 2003 application. You will design and create a new Access database; improve queries, forms, and reports; and integrate Access with other applications. This course is also designed for students pursuing the Microsoft Office Specialist Certification for Access 2003, and it is a prerequisite to taking more advanced courses in Access 2003.

### Prerequisite(s) or equivalent knowledge:

Windows XP – Level 1  
Windows XP – Level 2

### Outline:

**Lesson 1:** An Overview of Microsoft Access  
Relational Databases  
The Access Environment  
The Database Environment



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Examine an Access Table

**Lesson 2: Managing Data**

- Examine an Access Form
- Add and Delete Records
- Sort Records
- Display Record Sets
- Update Records
- Run a Report

**Lesson 3: Establishing Table Relationships**

- Identify Table Relationships
- Identify Primary and Foreign Keys in the Relationships Window
- Working with Subdatasheets

**Lesson 4: Querying the Database**

- The Select Query
- Add Criteria to a Query
- Add a Calculated Field to a Query
- Perform a Calculation on a Record Grouping

**Lesson 5: Designing Forms**

- Form Design Guidelines
- Create AutoForms
- Create a Form Using the Form Wizard
- Modify the Design of a Form

**Lesson 6: Producing Reports**

- Create an AutoReport
- Create a Report by Using the Wizard
- Examine a Report in Design View
- Add a Calculated Field to a Report
- Modify the Format Properties of a Control
- AutoFormat a Report
- Adjust the Width of a Report

**Lesson 7: Planning a Database**

- Design a Relational Database
- Identify Database Purpose



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Review Existing Data  
Determine Fields  
Group Fields into Tables  
Normalize the Data  
Designate Primary and Foreign Keys

**Lesson 8: Building the Structure of a Database**

Create a New Database  
Create a Table Using a Wizard  
Create Tables in Design View  
Create Relationships between Tables

**Lesson 9: Controlling Data Entry**

Restrict Data Entry with Field Properties  
Create an Input Mask  
Create a Lookup Field

**Lesson 10: Finding and Joining Data**

Find Data with Filters  
Create Query Joins  
Join Unrelated Tables  
Relate Data Within a Table

**Lesson 11: Creating Flexible Queries**

Set Select Query Properties  
Create Parameter Queries  
Create Action Queries

**Lesson 12: Improving Your Forms**

Enhance the Appearance of a Form  
Restrict Data Entry in Forms  
Add Command Buttons  
Create a Subform

**Lesson 13: Customizing Your Reports**

Organize Report Information  
Set Report Control Properties  
Control Report Pagination  
Summarize Information



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Add a Subreport to an Existing Report  
Create Mailing Labels

**Lesson 14:** Expanding the Reach of Your Data

Publish Access Data as a Word Document  
Analyze Access Data in Excel  
Export Data to a Text File  
Merge Access Data with a Word Document

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