

# Access 2003 Introduction One-Day Course Content

## Introducing Access

- Introduction
- General terminology
- Access terminology
- Relational databases
- Access features
- Tips for designing databases
- Starting Access 2003

## Creating a Database

- Introduction
- Creating a database
- Opening and closing a database

## Creating Tables

- Creating the structure
- Creating a table
- Adding fields
- Setting a primary key
- Saving a table

## Field Properties

- Introduction
- Setting display formats
- Setting default values
- Using validation
- Indexing fields
- Setting the display control

## Working with Datasheets

- Datasheet View
- Adding records
- Moving around a datasheet
- Modifying records
- Deleting records
- Customising the datasheet
- Sorting records

## Working with Forms

- Introduction to forms
- Creating a form
- Navigation buttons
- Editing records

## Enhancing Forms

- Introduction
- Form View, Datasheet View and Design View
- Form sections
- Controls and properties
- Moving, sizing, aligning and spacing controls
- The toolbox
- Lines and rectangles
- Adding labels

## Restructuring Tables and Forms

- Restructuring a table
- Adding and deleting fields in tables
- Changing data types
- Changing field sizes
- Adding fields to forms
- Providing choices with an option group

## Transferring Data

- Introduction
- Importing data into Access

## Finding and Filtering Records

- Finding records
- Applying filters and sorting



## **Query Basics**

- Introduction to queries
- Creating a query
- Viewing a query
- Saving, closing and opening a query
- Specifying criteria
- Forms for queries
- Calculated fields
- Queries with Multiple Tables

## **Report Basics**

- Introduction to reports
- Printing a datasheet or form
- Creating a report using the Report Wizard
- Modifying the page setup
- Modifying a Report
- Report sections
- Inserting page breaks