

Combined Version Manual – Introduction to MS Access 2002/2003



A Two day guide

Ref No: DD171

Course Aims

This course aims to provide a sound understanding of the concepts of databases. You will learn the construction and manipulation of Tables. You will also learn to Query data and use Reporting and Forms in Microsoft Access.

Objectives

At the end of the course, you will have learned to:

- Discuss the purpose and features of current commercial database packages and define basic database terms
- Use a commercial database package to create a simple database then enter, edit and delete data from the database
- Conduct queries (search the database) using a commercial database package
- Create reports using a commercial database package

Number of Pages

188

Audience

The course is aimed at those participants who have no previous experience in Access or database programming, and want to learn the fundamental concepts of a database, and how these concepts are implemented in Access.

Prerequisites

It is essential that participants have good Windows skills. Knowledge of Access or programming is not necessary.

Course Length

In a training environment this course would be suitable for two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Combined Version Manual – Introduction to MS Access 2002/2003



A Two day guide

Course Objectives

Introduction

Overview of Access

Components of a
Database

Database Wizards

Getting Started

Starting Access

A Quick Database Tour

The Task Pane

The Places Bar

Database Content

The Access Screen

Menus

Menu Elements

Changing Menu Options

Standard menu settings

Resetting Menus

Menu Animations

Toolbars

ScreenTips

Displaying and Hiding

Toolbars

Building a Database

Creating a New

Database

The Database Window

Defining Tables

Field Names and Keys

Creating a Table

The Table Wizard

Creating a Second Table

Field Names

Creating a Table from

Scratch

Data Types

Choosing a Data Type

The Field Builder

Primary Keys

Saving and Naming the

Table

Creating Tables – a

Summary

Working with Tables

Copying a Table

Renaming a Table

Deleting a Table

Modifying the Table
Structure

Renaming a Field

Moving and Copying
Fields

Deleting a Field

Inserting a Field

Things to Watch Out For!

Exercise

Working with Data

Adding Records

Using Datasheet View

Navigating in a Datasheet

Navigation Buttons

Shortcuts

Datasheet Format

Text Font and Size

Font Formatting

Colours

Gridlines

Special Effects

The Format, Datasheet
dialog box

Row Height

Column Widths

Hiding a Column

Freezing Columns

Switching Views

Working with Records

Selecting Records and
Fields

Moving Columns

Adding and Deleting

Fields

Find and Replace

Finding Text

Replacing Text

Filtering Records

Filter by Selection

Filter by Form

Sorting Data

Multiple Sort Columns

Exercise

Relational Databases

Table Relationships

Creating a Lookup

Defining Relationships

Adding a Relationship

Join Type

Join Properties

Creating a Value List

Exercise

Using the Database

An Existing Database

Viewing Relationships

Printing Relationships

Subdatasheets

Expanding a
subdatasheet

Collapsing a
subdatasheet

Nested subdatasheets

Extracting Information

Querying a Table

Creating a Query

Using a Query Wizard

Customising a Query

Sorting Records

Sorting in Descending

Order

Removing a Sort Order

A Second Query

Customising the Query
Results

Adding a Field

Saving a Query

Queries from Scratch

Adding a Table to a Query

Adding Fields

Saving the Query

Modifying a Query

Exercise

Summary Queries

Summary Options

The Show Field

Calculations in a Query

Typing an Expression

Query Criteria

Typing Criteria

Criteria Exercises

“OR” Criteria

“AND” Criteria

Reports

AutoReports

Combined Version Manual – Introduction to MS Access 2002/2003



A Two day guide

Previewing the Report
Using a Report Wizard
Choosing the Report
Fields
Grouping Levels
Sort Order
Report Layout
The Finished Report
Editing the Report Design
Previewing a Report
Report Page Numbers
Date and Time in Reports
Formatting the Header
and Footer

Forms

AutoForm
Using Form View
Using a Form Wizard
Selecting the Fields
The Completed Form
Adding a New Record

Exercises

OfficeLinks

Using Merge It with
Microsoft Word
The Microsoft Word Mail
Merge Wizard
Inserting the Merge Fields

Mailing Labels

Label Type
Label Fields