

Introduction to Microsoft Access 2003



Ref No: DD173

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:

- Create a new database
- Define and edit tables
- Add, edit and search for data
- Create relationships between tables
- Query the contents of a table
- Use criteria to customise a query
- Create a calculated field
- Create professional reports
- Create data input forms
- Use Access data in Microsoft Word
- Create mailing labels

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.

Introduction to Microsoft Access 2003



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 Window8

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
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