

# Access 2003 Level 1

## 1 day course

### Overview

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer based applications, is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database and the Microsoft® Office Access 2003 relational database application and its information management tools.

### Prerequisites

Windows Introduction or equivalent knowledge.

### Benefits

You will be introduced to the features of the Microsoft® Office Access 2003 application.

### Target student

This course is designed for students who wish to learn the basic 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 Level 1 course is for the individual whose job responsibilities 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.

### What's next

Access 2003 Introduction is the first course in this series. Access 2003 Level 2, the next course in this series, teaches students how to enhance their database designs. Students who want to learn advanced features can take the third course in this series, Access 2003 Level 3. In that course, students learn to create advanced queries, create more efficient forms and reports, and work with macros. The final course in this series, Access 2003 Level 4, teaches students to create custom applications.

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## Course Content:

### An Overview of Access 2003

- Relational Databases
- The Access Environment
- The Database Environment
- Examine an Access Table

### Managing Data

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

### Establishing Table Relationships

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

### 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

### Designing Forms

- Form Design Guidelines
- Create AutoForms

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

**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
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