

# Access 2003: Introduction

Course length: 2 Days

**Course Description:** Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer 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 by using the Microsoft® Office Access 2003 relational database application and its information management tools.

**Course Objective:** You will be introduced to the features of the Access 2003 application through beginner and intermediate levels.

**Target Student:** This course is designed for students who wish to learn the basic operations of the Access 2003 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. Day 1 of the 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. Day 2 of the course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access data with other applications such as Microsoft® Word or Excel.

**Prerequisites:** We recommend completion of one of the following courses, or equivalent knowledge from another source:

- ◆ Windows: Introduction

**Performance-based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Examine the Microsoft® Office Access 2003 database application.
- ◆ Manage the data in a database.
- ◆ Examine existing table relationships.
- ◆ Query the database.
- ◆ Design simple forms.
- ◆ Create and modify Access reports. follow the steps required to properly design a simple database.
- ◆ Create a new database with related tables.
- ◆ Control data entry by modifying the design of a table to streamline data entry and maintain data integrity.
- ◆ Find and retrieve desired data by using filters and joins between tables and within a single table.
- ◆ Create flexible queries to display specified records; allow for user-determined query criteria; and add, update, and delete data with queries.
- ◆ Enhance the appearance, data entry, and data access capabilities of your forms.
- ◆ Customize reports to better organize the displayed information and produce specific print layouts such as mailing labels.
- ◆ Use Access data in other applications, including Microsoft Word and Excel.

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*

# Course Content

## DAY 1

### **Lesson 1: An Overview of Access 2003**

- Understand Relational Databases
- Examine the Access Environment
- Open the Database Environment
- Examine an Access Table

### **Lesson 2: Managing Data**

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

### **Lesson 3: Establishing Table Relationships**

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

### **Lesson 4: Querying the Database**

- Create a 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**

- Examine Form Design Guidelines
- Create a Form Using AutoForm
- 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

### **Appendix A: Microsoft Office Specialist Program**

## DAY 2

### **Lesson 1: Planning a Database**

- Design a Relational Database
- Identify Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize the Data
- Designate Primary and Foreign Keys

### **Lesson 2: 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 3: Controlling Data Entry**

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

### **Lesson 4: Finding and Joining Data**

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

### **Lesson 5: Creating Flexible Queries**

- Set Select Query Properties
- Create Parameter Queries
- Create Action Queries

### **Lesson 6: Improving Your Forms**

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

### **Lesson 7: Customizing Your Reports**

- Organize Report Information
- Set Report Control Properties
- Control Report Pagination
- Summarize Information
- Add a Subreport to an Existing Report
- Create Mailing Labels

### **Lesson 8: 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

### **Appendix A: Microsoft Office Specialist Program**

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