



Course Objective

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Access 2003. It is designed for computer users who are new to Access, or who only plan to use Access occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows





Courseware Outline

About This Courseware

- Courseware Conventions
Basic Windows Skills
Checklist
A Quick Review of Basics
System Requirements
Obtaining Support
Starting Access
Moving Around
Getting Help
Exiting Access

Introducing Access

- Objectives of Section 1
Overview
What is a Database?
What is Access?
Looking at the Screen
Creating a Database with the Wizard
Using the Wizard Dialogs
Using the Switchboard
Looking Around Access
Using the Database Window
Planning a Database
Determining the Scope of the Project
Designing the Table Structure
Determining Inputs and Outputs
Creating a Database Manually
Creating a New Database
Apply Your Skills
Summary of Section 1
Questions and Review

Creating & Modifying Tables

- Objectives of Section 2
Creating Tables in Access
New Table Dialog Box
Creating a Table Using the Wizard
Entering Data
Defining Data Types & Properties
Changing Views
Setting Data Types
Setting Field Properties
Date Formats
Setting a Primary Key
Creating a Table Manually
Creating a Table in Datasheet View
Saving a Table
Creating a Table in Design View
Moving Around in the Table
Using the Mouse
Using the Keyboard
Using the Navigation Buttons

- Restructuring Tables
Adding a Field
Modifying a Field
Deleting a Field
Changing the Field Order
Formatting Tables
Changing the Column Order
Freezing Columns
Changing Column Widths
Changing Fonts
Changing Cell Formats
Printing and Distributing Tables
Printing Records
Saving a Table as a Web Page
Apply Your Skills
Summary of Section 2
Questions and Review

Data Manipulation

- Objectives of Section 3
Inserting & Deleting Records
Changing Data & Undoing Changes
Editing Data in Datasheet View
Undoing Changes
Importing & Exporting Data
Importing Data from Other Applications
Exporting Data to Other Applications
Finding Data
Exact Matching
Partial Matching
Case Sensitive Searching
Using Wildcard Characters
Replacing Data in Multiple Records
Sorting Records
Sorting by a Single Field
Sorting by More than One Field
Filtering Records
Filter By Selection
Filter Excluding Selection
Filter For
Filter By Form
Advanced Filter/Sort
Apply Your Skills
Summary of Section 3
Questions and Review

Simple Select Queries

- Objectives of Section 4
What is a Query?

- Creating a Simple Query
Creating a Query using the Wizard
Creating a Query from Scratch
Saving Queries
Selecting Specific Fields
Adjusting the Dynaset
Sorting the Dynaset
Deleting Fields
Selecting Records
Using Simple Criteria
Using Comparison Operators
Using Wildcard Characters
Excluding Fields from a Dynaset
Using Multiple Selection Criteria
Using the AND Operator
Using the OR Operator
Using AND & OR Operators in the Same Field
Functions & Calculated Fields
Using the Date Function
Calculated Fields
Changing Field Properties
Apply Your Skills
Summary of Section 4
Questions and Review

Relating Multiple Tables

- Objectives of Section 5
Establishing Table Relationships
Understanding Relationships
Types of Relationships
Prerequisites to Defining Relationships
One-To-Many Relationships
Viewing Related Tables
One-To-One Relationships
Many-To-Many Relationships
Enforcing Referential Integrity
Using the Table Analyzer
Database Maintenance
Backing Up and Restoring a Database
Compacting and Repairing a Database
Object Dependencies
Apply Your Skills
Summary of Section 5
Questions and Review

Forms and Reports

- Objectives of Section 6
What is a Form or Report?
Creating a Form
Creating an AutoForm
Using the Form Wizard
Switching Views



Using Forms
Moving Within Records
Moving Between Records
Entering and Editing Data
Modifying a Form
Moving and Resizing Fields
Aligning, Sizing and Spacing Controls
Using Drawing Tools
Adding and Modifying Text
Calculated Fields
Creating a Report
Creating an AutoReport
Using the Report Wizard
Modifying Reports
Creating Mailing Labels
Printing Forms and Reports
Printing Forms
Printing Reports
Apply Your Skills
Summary of Section 6
Questions and Review
Advanced Table Design
Objectives of Section 7
Advanced Field Properties
Using Input Masks
Using Validation Rules
Default Values and Required Fields
Indexed Fields
Using Lookup Fields
Entering Lookup Data
Manually
Using the Lookup Wizard
Linking Tables
Apply Your Skills

Summary of Section 7
Questions and Review
Advanced Queries
Objectives of Section 8
Select Queries from Multiple Tables
Inner and Outer Joins
Unmatched Queries
Specialized Select Queries
Parameter Queries
Unique Queries
Duplicate Queries
Summary Queries
Total Queries
Crosstab Queries
Action Queries
Make Table Queries
Delete Queries
Append Queries
Update Queries
Queries from Filters
Apply Your Skills
Summary of Section 8
Questions and Review
Advanced Forms, Reports and Pages
Objectives of Section 9
Features of Forms & Reports
Working with Sections
Creating Forms & Reports from Scratch
Creating a Form in Design View
Creating a Report in Design View

Working with Properties
Using the Property Sheet
Format Tab
Data Tab
Other Tab
Using Unbound & Bound Controls
Applying Images
Using List Boxes and Combo Boxes
Using Check Boxes
Using Option Groups
Creating Subforms & Subreports
Creating a Subform with the Form Wizard
Using the Subform/Subreport Tool
Dragging & Dropping Subforms
Publishing to the Web
Exporting to HTML
Data Access Pages
Apply Your Skills
Summary of Section 9
Questions and Review
Appendices
Projects and Case Studies
Productivity Tools
Glossary of Terms
Answers to Review Questions
Index
Microsoft Office Specialist Skills Courseware Mapping

