

ACCESS 2003: DATA ENTRY SKILLS 8:30AM-12PM

Available Dates: **Request Dates**

Class Length: **Half day**

Cost:

[Email Computer Visions about this class](#)

Class Outline:

Target Audience

Data entry clerks, administrative personnel

Prerequisites

This is an entry level class. No prior Microsoft Access experience is required, but students should be familiar with basic computer operation. (That is, if you can check your email and surf the web, you know enough to take this class.)

Course Overview

Access Data Entry Skills teaches students how to work with data in Access tables and forms. Students learn how to enter, edit and delete data. They also learn how to sort, filter, and change specific information and how to sort. The course ends with tips for improving data entry speed and accuracy, and for resolving common problems.

Course Outline

Unit 1 : Getting started

Topic A: 0 Database concepts

A-1: Identifying database components

A-2: Identifying the advantages of relational databases

Topic B: 0 Exploring the Access environment

B-1: Starting Access and examining the Access window

B-2: Opening a database

B-3: Examining the Database window

B-4: Examining a database table

Topic C: 0 Getting help

C-1: Using the Type a question for help box

C-2: Using the Office Assistant

Topic D: 0 Closing a database and Access

Unit 2: Table Data Entry

Topic A: Navigating tables

Topic B: Entering, editing and deleting data

Unit 3: Form Data Entry

Topic A: Navigating forms

Topic B: Entering, editing and deleting data

Unit 4: Finding and Organizing Data

Topic A: Finding and editing records in tables

A-1: Finding and replacing a value

A-2: Undoing changes

A-3: Using the spelling checker

Topic B: Organizing records in tables

Topic C: Finding and editing records in forms

Unit 5: Data Entry Tips (Supplement)

Topic A: Speeding up data entry

Topic B: Resolving common data entry problems (Key violations, referential integrity problems)