

## ACCESS 2003: LEVEL 1

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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### **Class Outline:**

#### **Description:**

This course teaches the basic functions and features of Access 2003. Students will learn how to plan and create a database, work with tables, create queries and forms, filter records, and generate reports. This course is designed for students with little or no Access experience, and it maps to Microsoft's MOS exam objectives.

#### **Unit 1: Getting started**

Topic A: Database concepts and terminology

Topic B: Exploring the program environment

Topic C: Getting help

Topic D: Closing databases

#### **Unit 2: Databases and tables**

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

#### **Unit 3: Fields and records**

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

#### **Unit 4: Data entry rules**

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

Topic D: Using indexes

#### **Unit 5: Simple queries**

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

#### **Unit 6: Using forms**

Topic A: Creating forms

Topic B: Using the Form Wizard

Topic C: Using Design view

Topic D: Finding, sorting, and filtering records

#### **Unit 7: Creating reports**

Topic A: Creating reports

Topic B: Modifying and printing reports

Appendix A: Instant Messaging

Topic A: Sending and receiving instant messages

#### **Objectives:**

-Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature.

-Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.

-Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records.

-Set field properties; create input masks; set validation rules; and create single- and multiple-field indexes.

- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to find, sort, and filter records.
- Create reports by using AutoReport, the Report Wizard, Design view, and queries; and modify and print reports.