

Access 2000-2003 Introduction

Duration: 2 Days

Course Overview:

In this two-day course, students will learn basic database concepts and review the various components of a database. This course covers all four basic aspects of working with an Access database (tables, queries, forms, and reports). Students will be exposed to database management and will learn the task of storing, searching, filtering, querying and creating reports within a database system. Students will design databases, create tables, input and manipulate information, and create select queries to isolate grouped records. Finally, students will design forms and reports to present data in a customized structure.

Students Learn How To:

- Utilize basic concepts of database design, including; tables, queries, forms and reports
- Analyze data by using a select query to perform calculations
- Use filters to isolate records temporarily in an open datasheet
- Create and customize forms or reports by applying special effects and other formats

Who Should Attend: Anyone who will be using Access 2000, 2002 or 2003 or who must support an Access database.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Database Fundamentals

- Identifying Database Components
- Designing Data Tables
- Examining Relational Database Design

Examining with Access Objects

- Starting Access and Exploring the Task Pane
- Opening a Database and Exploring the Database Window
- Examining Tables and Queries
- Examining Forms and Reports

Creating Databases and Tables

- Creating a New Database Using a Wizard
- Starting with a Blank Database
- Creating Tables in the Design View
- Determining Field Names and Data Types
- Assigning a Primary Key
- Using The Table Wizard

Working with Table Records

- Modifying the Datasheet Layout
- Adding and Editing Records
- Deleting and Sorting Records

Working with Table Structure

- Modifying Table Design
- Setting Field Properties

Maintaining Data Integrity

- Reviewing Field Properties
- Using Input Masks
- Setting Required Properties
- Specifying Data Validation for Fields

Locating Information

- Finding Records by Using Filters
- Understanding Comparison Operators

Using Select Queries

- Creating Select Queries
- Working With Result Sets
- Using Criteria in Queries
- Modifying Query Design
- Performing Calculations in Queries
- Querying for Duplicate Records or Values

Creating and Using Forms

- Creating Forms Using the AutoForm Feature
- Creating Forms Using the Form Wizard
- Working with Controls
- Working with Control Properties
- Working With Form Properties
- Adding Records Using Forms
- Printing Forms

Creating and Using Reports

- Creating Reports Using AutoReport
- Working with Report Sections
- Modifying Report Controls
- Modifying Report Control Properties
- Changing Report Properties
- Creating Reports Using the Report Wizard
- Printing Reports

Enhancing Forms and Reports

- Using AutoFormat
- Changing the Appearance of Forms and Reports
- Using Form Sections
- Adding Graphics

Importing and Exporting Data

- Importing Data from Office Applications to New or Existing Tables
- Exporting Data to Office Applications
- Working with XML in Access 2002/2003