

**Microsoft Access 2003 Introduction – Duration 1 day**

**Pre-requisites:** Delegates must be confident with using a keyboard, Windows and a mouse.

**Aim:** By the end of this course you will be able to create a basic database with the aid of notes.

**Objectives:** The following objectives will be covered in the course:

- Database concepts
- Creating a Database
- Forms
- Queries
- Reports
- Objects

**Course Outline:**

- Database Concepts**
  - Database concepts and terminology
  - Exploring and Access environment
  - Planning and designing databases
  - Getting help
  - Closing a Database and Access
- Access Basics**
  - Exploring Tables and Forms
  - Examining Queries
  - Exploring Reports
- Creating Databases**
  - Creating a Database
  - Using the Table Wizard
  - Working in Design View
- Working with Fields and Records**
  - Changing the Design of a Table
  - Adding and Deleting Records
  - Finding and Editing Records
  - Sorting and Filtering Records
- Querying Tables**
  - Creating and using Queries
  - Modifying Query Results and Queries
  - Using Calculations in Queries
- Creating and using Forms**
  - Creating Forms by using AutoForm
  - Using the Form Wizard
  - Using Design View
  - Finding, Sorting and Filtering Records
- Creating and Using Reports**
  - Using the report Wizard and Queries
  - Creating, Modifying and Printing Reports
- Importing, Exporting and Linking Objects**
  - Importing Access Objects
  - Exporting Access Objects
  - Exporting and Importing XML Documents
  - Linking Access Objects