

Access 2003

Introduction

Course Aims

This course will provide users with the skills to develop and maintain a relational database.

Learning Outcomes

Upon completion of this course the participant will be able to:

- design a database
- design tables for use in the database
- enter data into the tables
- use form wizards
- create a variety of different queries
- create and print reports
- create a main menu
- create macros and attach them to buttons on forms
- mail merge

Prerequisite

Access 2003 – Using a database course or equivalent experience. Participants must have good mouse skills.

Course Content

Getting Started

- Revision of the Basics

Designing a Database

- Planning the Design
- The Training Scenario
- Normalisation
- Naming Conventions

Designing the Tables

- Table Design
- Setting Field Properties
- Defining Field Properties
- Table Relationships
- Creating the Relationships

Entering Data

- Overview of Data Entry
- Importing Data
- Finding Records
- Changing Field Settings

Queries

- Introduction
- Query Design View
- Creating a Query and Adding Tables
- Joining Tables
- Queries Using Criteria
- Parameter Queries
- Calculated Fields

Forms

- Introduction to Forms
- Form Wizards
- Form Design

Reports

- Introduction
- Creating a Report with a Wizard
- Print Preview and Sample Preview
- Print a Report
- Mailing Labels

Creating the Main Menu

- The User Interface

Macros

- Using Macros
- Planning Macros
- Creating Macros
- Placing Macros on forms

The Application

- Combo Boxes
- Combo Boxes Powered by Queries

Mail Merge