

Course ID

**M-ACCESS03L1**

Course Duration

**1 day**

Course Title

## **Microsoft Office Access 2003: Level 1**

### **Related Courses**

- Microsoft Office Access 2003: Level 2 (M-ACCESS03L2, 1 day)
- Microsoft Office Access 2003: Level 3 (M-ACCESS03L3, 1 day)
- Microsoft Office Access 2003: Level 4 (M-ACCESS03L4, 1 day)

### **Aimed At**

Those who wish to learn how to use Access 2003 in their day-to-day job or to understand how a relational database system such as Access can help streamline their business processes.

### **Group Size**

5-15

### **Prerequisites**

- Windows XP Professional: Level 2 ( M-WINXPL2, 1 day)

### **Course in a Nutshell**

Relational databases are among the most powerful and efficient tools for managing large amounts of information that is necessary for the function of any organization. This course will introduce you to the relational database concepts using Microsoft® Office Access 2003.

This is the first in a series of four courses on Access. After discussing the basics of relational databases, we will show you how to create, maintain, and locate records as well as produce reports based on the information in the database. You will then learn how to perform more complex tasks such as creating and maintaining new databases and using programming techniques that add power to you Access applications.

This course is part of a set of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

### **Customize It!**

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

### **Learn How To**

- Understand the important concepts that underlie relational databases.
- Examine existing table relationships.
- Add, delete, update, sort, and display records.
- Query the database.
- Create and modify simple forms.

- Create and modify Access reports.

**Course  
Outline**

**Lesson 1: An Overview of Access 2003**

- Topic 1A: Understand Relational Databases
- Topic 1B: Examine the Access Environment
- Topic 1C: Open the Database Environment
- Topic 1D: Examine an Access Table

**Lesson 2: Managing Data**

- Topic 2A: Examine an Access Form
- Topic 2B: Add and Delete Records
- Topic 2C: Sort Records
- Topic 2D: Display Recordsets
- Topic 2E: Update Records
- Topic 2F: Run a Report

**Lesson 3: Establishing Table Relationships**

- Topic 3A: Identify Table Relationships
- Topic 3B: Identify Primary and Foreign Keys in the Relationships Window
- Topic 3C: Work with Subdatasheets

**Lesson 4: Querying the Database**

- Topic 4A: Create a Select Query
- Topic 4B: Add Criteria to a Query
- Topic 4C: Add a Calculated Field to a Query
- Topic 4D: Perform a Calculation on a Record Grouping

**Lesson 5: Designing Forms**

- Topic 5A: Examine Form Design Guidelines
- Topic 5B: Create a Form Using AutoForm
- Topic 5C: Create a Form Using the Form Wizard
- Topic 5D: Modify the Design of a Form

**Lesson 6: Producing Reports**

- Topic 6A: Create an AutoReport
- Topic 6B: Create a Report by Using the Wizard
- Topic 6C: Examine a Report in Design View
- Topic 6D: Add a Calculated Field to a Report
- Topic 6E: Modify the Format Properties of a Control
- Topic 6F: AutoFormat a Report

- Topic 6G: Adjust the Width of a Report

**Wrap-up:**

- Microsoft Office Specialist Program
- Recap, Q/A, Evaluations

**Lab Requirements**

**Hardware Requirements:** This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 6 GB hard disk.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600–resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

**Platform and Software Requirements**

- Platform: Windows.
- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 4.
- Microsoft® Office Professional Edition 2003.

**How You Will Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

*Revised*

*August 13, 2006*