

# Access 2003: Introduction

Course Length: 2 Days

**Prerequisites:** Windows: Introduction

## Course Content

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

- Topic A:** Database concepts
- Topic B:** Exploring the Access environment
- Topic C:** Getting help
- Topic D:** Closing a database and Access

### **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: Working with reports**

- Topic A:** Creating reports
- Topic B:** Modifying and printing reports

### **Unit 8: Relational databases**

- Topic A:** Database normalization
- Topic B:** Relating tables
- Topic C:** Implementing referential integrity

### **Unit 9: Working with related tables**

- Topic A:** Lookup fields
- Topic B:** Modifying Lookup fields
- Topic C:** Subdatasheets

### **Unit 10: Complex queries**

- Topic A:** Joining tables in queries
- Topic B:** Creating calculated fields
- Topic C:** Summarizing and grouping values

### **Unit 11: Advanced form design**

- Topic A:** Adding unbound controls
- Topic B:** Graphics
- Topic C:** Adding calculated values
- Topic D:** Adding combo boxes

### **Unit 12: Advanced reports**

- Topic A:** Creating customized headers and footers
- Topic B:** Adding calculated values
- Topic C:** Subreports

### **Unit 13: Charts**

- Topic A:** Charts in forms
- Topic B:** Charts in reports

### **Unit 14: PivotTables and PivotCharts**

- Topic A:** PivotTables
- Topic B:** Modifying PivotTables
- Topic C:** PivotCharts

### **Unit 15: Internet integration**

- Topic A:** Hyperlink fields
- Topic B:** Working with data access pages

### **Appendix A: MOS exam objectives map**

- Topic A:** Comprehensive exam objectives