

Course Syllabus: Microsoft Access 2003 Introduction

The Fundamentals

Introduction to Databases
What's New in Access 2003?
Starting Access and Opening a Database
Understanding the Access Program Screen
Using Menus
Using Toolbars and Creating a New Workbook
Filling Out Dialog Boxes
Keystroke and Right Mouse Button Shortcuts
Opening and Modifying Database Objects
Working with Multiple Windows
Tour of a Table
Adding, Editing, and Deleting Records
Tour of a Form
Tour of a Query
Tour of a Report
Previewing and Printing a Database Object
Selecting Data
Cutting, Copying, and Pasting Data
Using Undo
Checking Your Spelling
Getting Help from the Office Assistant
Changing the Office Assistant and Using the "What's This" Button
Using the Zoom Box
Closing a Database and Exiting Access

Creating and Working with a Database

Planning a Database
Creating a Database Using the Database Wizard
Creating a Blank Database
Creating a Table Using the Table Wizard
Modifying a Table and Understanding Data Types
Creating a New Table from Scratch
Creating a Query in Design View
Modifying a Query
Sorting a Query using Multiple Fields
Developing AND and OR Operators
Creating a Form with the Form Wizard
Creating a Report with the Report Wizard
Creating Mailing Labels with the Label Wizard
Database Object Management
File Management
Compacting and Repairing a Database
Converting an Access Database

Finding, Filtering, and Formatting Data

Finding and Replacing Information
Sorting Records
Filtering by Selection
Filtering by Form
Creating an Advanced Filter
Adjusting Row Height and Column Width
Rearranging Columns
Changing Gridline and Cell Effects
Freezing a Field
Hiding a Field
Changing the Datasheet Font

Working with Tables and Fields

Understanding Field Properties
Indexing a Field
Adding a Primary Key to a Table
Inserting, Deleting, and Reordering Fields
Changing a Field's Data Type
Using Field Descriptions
Adding a Caption
Change the Field Size
Formatting Number, Currency, and Date/Time Fields
Formatting Number, Currency, and Date/Time Fields by Hand

Formatting Text Fields
Setting a Default Value
Requiring Data Entry
Validating Data
Creating an Input Mask
Creating a Lookup Field
Creating a Value List
Modifying a Lookup List