

Course Specifications

Access 2003 Module I:

Course number:

Course length: 1 day

Prerequisites

This course assumes a basic knowledge of the Microsoft Windows operating environment and the fundamental skills validated by the Internet and Computing Core Certification (IC3).

Registration:

CAD & Facilities Services, Inc.

(315) 686.6110

(315) 686.0091 (Fax)

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www.cadfs.com



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Access 2003 Module I:

This course provides competency in creating databases and tables, working with table data and field properties, working with related tables and using filters and queries.

Guided, step-by-step labs provide opportunities to practice new skills. You can challenge yourself and reinforce your skills after each lesson in the Lesson Summary and Lesson Review sections, and the Activities and Optional Labs. Additional skill review is provided in Lesson Quizzes and a Course Assessment that are available from your instructor.

This course book includes a supplemental CD-ROM containing the lab files used in class. To practice the skills presented in class or to try any labs that were not completed, refer to the Classroom Setup section for information about system requirements and using the lab files.

Topics

Lesson 1: Database Fundamentals

Introduction to Access
Identifying Database Components
Designing Data Tables
Relational Database Design

Lesson 2: Access Objects

Starting Access
Database Window Layout and Features
Examining Tables
Examining Queries
Examining Forms
Examining Reports
Quitting Access

Lesson 3: Creating Databases and Tables

Creating Databases
Using Database Wizards to Create Databases
Creating Blank Databases
Choosing a File Format
Creating Tables and Assigning a Primary Key using the Table Design Window
Creating Tables using the Table Wizard

Lesson 4: Working with Table Data

Overview of Working with Table Data
Modifying Datasheet Layouts
Changing Column Widths

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Moving Columns
Hiding and Showing Columns
Working with Table Records
Adding Records
Editing Records
Deleting Records
Sorting Records
Navigating Through Records

Lesson 5: Working with Table Structure

Modifying Table Design
Adding, Deleting and Moving Fields
Changing Field Names
Modifying Field Properties
Limiting Field Size
Setting Field Formats
Using Input Masks
Setting Required Properties
Specifying Data Validation for Fields

Lesson 6: Locating Information

Finding Records
Overview of Filters
Using Comparison Operators Using Filters
Filtering by Selection
Filtering by Excluding Selection
Filtering by Form
Filtering for Input

Lesson 7: Working with Related Tables

Overview of Table Relationships
Identifying Table Keys
Understanding Relationship Types
Establishing Relationships
Establishing One-to-Many Relationships
Establishing Many-to-Many Relationships
Enforcing Referential Integrity
Creating Lookup Fields
Using Lookup Fields to Add Data
Modifying Lookup Fields
Using Subdatasheets

Lesson 8: Using Select Queries

Overview of Queries
Creating Select Queries

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Using the Query Design Window
Using the Simple Query Wizard
Refining Query Results
Using Criteria in Select Queries
Modifying Select Queries

Lesson 9: Using Advanced Query Features

Performing Calculations in Queries
Using Aggregate Functions
Using Calculated Fields
Creating and Modifying Unmatched Queries
Creating and Modifying Duplicate Queries
Creating and Applying Advanced Filters

Lesson 10: Creating Advanced Queries

Creating and Modifying Crosstab Queries
Creating Parameter Queries
Creating Action Queries
Creating Update Queries
Creating Make-Table Queries
Creating Append Queries
Creating Delete Queries



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