

Microsoft® Office Access 2003: Level 1

Course Content

Lesson 1: Overview of Access 2003

- Introduction to database concepts and terminology
- An introduction to Access 2003
- Database planning and design

Lesson 2: Creating tables

- Examining a table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of primary keys

Lesson 3: Working with tables

- Adding records
- Modifying the table design
- Finding and editing records
- Deleting, adding, and copying records and values
- Filtering and sorting records

Lesson 4: Using select queries

- Selecting fields and sorting records
- Refining the results of a query
- Using queries to perform calculations
- Joining tables in a query

Lesson 5: Creating and using forms

- Creating a form
- Modifying the form design
- Using a form to locate and organize information
- Multiple-table forms

Lesson 6: Creating and using reports

- Creating a report
- Creating a report that contains totals

Lesson 7: Creating and maintaining a database

- Creating a database
- Managing a database and its objects
- Database maintenance

Appendix A: Data Access Pages

- Data Access Pages

Appendix B: Improve Efficiency in a Database

- Improve Efficiency in a Database

Appendix C: Back Up a Database

- How to Back Up a Database