



Roade IT Training

The Roade to Successful IT Training
Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Access 2003 Introduction Level

Overview

The skills and knowledge gained on this course are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

Target Audience

This course is primarily aimed at people who need to know how to use Microsoft Access to create databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.

Objectives

At the completion of this course participants will be able to:

- start and exit Access and understand how Access works
- understand some elementary database theory.
- design a database structure
- create relational databases
- set table relationships in a database
- add records to a relational database
- import data into an Access table from a variety of sources
- work with records in a relational database
- create simple queries using more than one table
- create select queries for a relational database
- create forms using the Form Wizard
- create reports using the Report Wizard
- access the computer's help system and safely work with a computer.

Prerequisites

This course assumes no prior knowledge of Microsoft Access. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £350. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

info@roadetraining.co.uk www.roadetraining.co.uk
23 Abbots Way, Roade, Northamptonshire, NN7 2LY

07709 336 819



Course Contents

1 Access 2003

Orientation

- a) Starting Access 2003
- b) Opening An Existing Database
- c) The Database Screen
- d) The Database Window
- e) Working With Database Objects
- f) Using Menu Commands
- g) Using Keyboard Shortcuts
- h) Exiting From Access 2003

2 Database Theory

- a) Understanding Databases
- b) How Access Stores Data
- c) Spreadsheets Vs Databases

3 Database Design

- a) Designing A Relational Database
- b) Scoping The System
- c) Determine The Inputs
- d) Normalise The Table
- e) First Normal Form
- f) Second Normal Form
- g) Third Normal Form
- h) A Series Of Related Tables

4 Relational Databases

- a) Creating A New Database File
- b) Access 2003 Data Types
- c) Creating A New Table
- d) Changing Field Properties
- e) Creating A Table From A Shortcut
- f) Creating A Table With Numbers And Currency
- g) Assignment – Creating Tables

5 Setting Table

Relationships

- a) Understanding Table Relationships
- b) Accessing The Relationships Window
- c) Table Joins In The Alpheius Case Study
- d) Creating Table Joins
- e) Assignment – Creating Relational Joins
- f) Edit An Existing Relationship
- g) Printing Table Relationships

6 Adding Relational Records

- a) Adding Records In A Table
- b) Adding Records Using An AutoForm
- c) Assignment – Adding Records
- d) Data Entry Key Violations
- e) Data Integrity Violations

7 Importing Records

- a) Importing From A Spreadsheet
- b) Importing From A Text File
- c) Backing Up A Table
- d) Importing And Key Violations
- e) Deleting An Unwanted Table
- f) Data Integrity And Importing

8 Working With Records

- a) Navigating In A Table
- b) Editing A Record
- c) Deleting A Record
- d) Deleting Several Records
- e) Finding And Replacing
- f) Undoing An Error
- g) Compacting A Database
- h) Printing Records
- i) Working With Sub Datasheets
- j) Assigning A Sub Datasheet

9 Relational Queries

- a) Relational Queries – How They Work
- b) Queries For Viewing Data
- c) Creating A Query Design
- d) Selecting Fields For The Query Grid
- e) Different Views Of A Query
- f) Adding More Tables To A Query
- g) Modifying Fields In A Query
- h) Selecting Records Using A Query
- i) Running A Query From The Database Window

10 Relational Select Queries

- a) Creating AND Queries
- b) Clearing The Criteria From A Query
- c) Selecting Numeric Data
- d) Selecting Dates In A Query
- e) Creating OR Queries
- f) Using A Range Expression
- g) Selecting Opposite Values
- h) Using Wildcards
- i) Problem Selects

11 Creating Forms

- a) Forms – How They Work
- b) Creating A Single Table Form
- c) Working With A Form
- d) Creating A SubForm
- e) Creating A Linked Form

12 Creating Reports

- a) Reports – How They Work
- b) Creating A Single Table Report
- c) Previewing A Report
- d) Creating a Multi-Table Report
- e) Creating A Report From A Query

13 Getting Help

- a) Printed Help Sources
- b) The Help Task Pane
- c) Searching For General Help
- d) Searching For Specific Help
- e) Understanding A Help Window
- f) Disabling Online Content
- g) Enabling Online Content
- h) Displaying And Using The Office Assistant
- i) Customising The Office Assistant
- j) Disabling The Office Assistant
- k) Screen Tips And Dialog Box Help