

# Microsoft Access 2003 Fundamentals

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## Overview

The skills and knowledge acquired in Microsoft Access 2003 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Access 2003 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Access 2003 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Access 2003 Fundamentals you should be able to:

- start and exit from Access and understand what a database object is
- understand some elementary database theory.
- design and create a new database file in Access
- make changes to data in a table
- format data in tables
- sort and filter data in a table
- use a range of data validation techniques to protect data integrity
- preview and print a range of objects
- create and use queries to locate and display data
- work with forms
- create reports in Access
- design relational databases
- create relational databases
- set table relationships in a database
- add records to a relational database

**Course Duration is 2 Days**

**Course Code: A5M1**

## Topics

### Access 2003 Orientation

Starting Access 2003  
Opening An Existing Database  
The Access 2003 Database Screen  
The Database Window  
Working With Database Objects  
Exiting From Access 2003

### Database Theory

Understanding Databases  
How Access Stores Data  
Spreadsheets Versus Databases

### Creating a New Database

Creating A New Database File  
How Access Stores Data  
Access 2003 Data Types  
Commonly Used Field Properties  
Designing A Database Table  
Creating A New Table  
Changing Field Properties  
Adding Records In A Table  
Adding Records Using An AutoForm  
Creating A Reusable AutoForm  
Adding Records Using A Form  
Assignment – Adding Records  
Importing Data From Microsoft Excel  
Closing A Database File

### Managing Table Data

Navigating In A Table  
Editing A Record  
Deleting A Record  
Deleting Several Records  
Finding And Replacing  
Undoing An Error  
Compacting A Database  
Printing Records

### Formatting Table Data

Changing Column Widths  
Changing Column Headings  
Formatting The DataSheet (Table)  
Changing Fonts  
Moving Columns  
Freezing Columns  
Hiding Columns  
Unhiding Columns

### Sorting & Filtering Table Data

Simple Sorting  
Sorting On Several Fields  
Creating A Simple Filter  
Clearing A Filter  
Filtering By Exception  
Filtering By Form

### Data Validation

Assigning Default Values  
Marking A Required Field  
Validation Rules And Text  
Creating A LookUp Field

Working With Validations

### Printing In Access

Previewing Records In A Table  
Previewing A Form  
Previewing A Report  
Changing Report Orientation  
Changing Report Paper Size  
Printing The Entire Table  
Printing A Page Of Table Records  
Printing Selected Table Records  
Printing Form Records  
Printing Specific Pages Of Form Records  
Printing Specific Form Records  
Printing Query Output  
Printing A Report  
Printing Specific Report Pages

### Select Queries

Select Queries – How They Work  
Creating A Query Design  
Different Views Of A Query  
Working With Fields In A Query  
Selecting Records Using A Query  
Clearing All Selection Criteria  
Examples of Criteria Expressions  
Assignment – Select Queries  
Querying Using Wildcards  
Querying - Problem characters  
Querying With Logical Operators  
Saving And Reusing A Query  
Calculated Fields In A Query  
Changing Column Headings In A Query  
Formatting Query fields  
Queries That Summarise Data  
Selecting The Entire Field List in a Query

### Working With Forms

Opening A Form  
Navigating Records In A Form  
Moving To A Specific Form Record  
Adding Records In A Form  
Editing Records In A Form  
Deleting Records In A Form  
Sorting Records In A Form  
Adding Text To Headers And Footers  
Editing Text In Headers And Footers  
Filtering In A Form  
Removing A Filter From A Form  
Saving Form Changes  
Closing A Form  
Deleting A Form

### Reports

Reports - How They Work  
Creating A New Report Using The Report Wizard  
Previewing A Report  
Printing A Report  
Understanding Report Bands

Moving Field Objects On A Report  
Formatting A Report  
Removing Headers And Footers  
Adding A Header To A Report  
Formatting Headers In A Report  
Forcing A New Page  
Adding A Page Footer To A Report  
Adding A Report Footer To A Report  
Formatting Footers In A Report  
Creating A Grouped Report  
Creating A Report From A Query

### Database Design

Designing A Relational Database  
Scoping The System  
Determining The Inputs  
Normalising A Table  
First Normal Form (1NF)  
Second Normal Form (2NF)  
Second Normal Form - Case Study  
Third Normal Form (3NF)

### Creating Relational Databases

Creating A New Database File  
Access 2003 Data Types  
Creating A New Table  
Changing Field Properties  
Creating A Table From A Shortcut  
Creating A Table With Numbers And Currency  
Assignment - Creating Tables  
Adding Fields To An Existing Table  
Delete A Table  
Saving And Closing Tables  
Defining A Primary Key  
Indexing With Duplicates Allowed  
Indexing Without Duplicates Allowed  
Changing Number Formats  
Changing Date Formats

### Setting Table Relationships

Understanding Table Relationships  
Accessing The Relationships Window  
Table Joins In The Alpheius Case Study  
Creating Table Joins  
Assignment - Creating Relational Joins  
Editing An Existing Relationship  
Printing Table Relationships

### Adding Relational Records

Adding Records In A Table  
Adding Records Using An AutoForm  
Assignment - Adding Records  
Data Entry Key Violations  
Data Integrity Violations