



## Microsoft® Office Access 2003: Level 1

### Course Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.

### Course Objective

You will be introduced to the features of the Access 2003 application.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine the Microsoft® Office Access 2003 database application.
- manage the data in a database.
- examine existing table relationships.
- query the database.
- design simple forms.
- create and modify Access reports.

### Course Content

#### Lesson 1: An Overview of Access 2003

Topic 1A: Understand Relational Databases

Topic 1B: Examine the Access Environment

Topic 1C: Open the Database Environment

Topic 1D: Examine an Access Table

#### Lesson 2: Managing Data

Topic 2A: Examine an Access Form

Topic 2B: Add and Delete Records

Topic 2C: Sort Records

Topic 2D: Display Recordsets

Topic 2E: Update Records

Topic 2F: Run a Report

#### Lesson 3: Establishing Table Relationships

Topic 3A: Identify Table Relationships

Topic 3B: Identify Primary and Foreign Keys in the Relationships Window

Topic 3C: Work with Subdatasheets

#### Lesson 4: Querying the Database

Topic 4A: Create a Select Query

Topic 4B: Add Criteria to a Query

Topic 4C: Add a Calculated Field to a Query

Topic 4D: Perform a Calculation on a Record Grouping

**Lesson 5: Designing Forms**

Topic 5A: Examine Form Design Guidelines

Topic 5B: Create a Form Using AutoForm

Topic 5C: Create a Form Using the Form Wizard

Topic 5D: Modify the Design of a Form

**Lesson 6: Producing Reports**

Topic 6A: Create an AutoReport

Topic 6B: Create a Report by Using the Wizard

Topic 6C: Examine a Report in Design View

Topic 6D: Add a Calculated Field to a Report

Topic 6E: Modify the Format Properties of a Control

Topic 6F: AutoFormat a Report

Topic 6G: Adjust the Width of a Report

**Appendix A: Microsoft Office Specialist Program**