

Description

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer based 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 and the Microsoft® Access 2003 relational database application and its information management tools

Prerequisites

To ensure the successful completion of Microsoft Access 2003: Basic, we recommend completion of one of the following courses, or equivalent knowledge:

- ✓ Windows XP: Introduction

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

Outline

Unit 1: Getting started

- Topic A: Database concepts
- Topic B: Exploring the Access environment
- Topic C: Getting help
- Topic D: Closing a database and Access

Unit 2: Databases and tables

- Topic A: Planning and designing databases
- Topic B: Exploring tables
- Topic C: Creating tables

Unit 3: Fields and records

- Topic A: Changing the design of a table
- Topic B: Finding and editing records
- Topic C: Organizing records

Unit 4: Data entry rules

- Topic A: Setting field properties
- Topic B: Working with input masks
- Topic C: Setting validation rules
- Topic D: Using indexes

Unit 5: Simple queries

- Topic A: Creating and using queries
- Topic B: Modifying query results and queries
- Topic C: Performing operations in queries

Unit 6: Using forms

- Topic A: Creating forms
- Topic B: Using the Form Wizard
- Topic C: Using Design view
- Topic D: Finding, sorting, and filtering records

Unit 7: Working with reports

- Topic A: Creating reports
- Topic B: Modifying and printing reports

Appendix A: Microsoft Office Specialist exam objectives map

- Topic A: Comprehensive exam objectives