

Microsoft Access 2003 Level 1 (With Practice Extensions)

General Description	The skills and knowledge covered in this publication are sufficient to create robust relational database systems in Microsoft Access, enter, edit and delete data in database files, produce information in forms and reports, and generate queries on the data.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• start and exit Access and understand how Access works• understand some elementary database theory.• design relational databases• 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.
Target Audience	This publication is primarily designed for people who need to know how to create effective databases using Microsoft Access and to manipulate data to provide viable information.
Prerequisites	This publication assumes no prior knowledge of Microsoft Access 2003. 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.
Pages	148 pages
Approx* Duration	10.7 hours
Course Disk	Student files for this publication can be downloaded free of charge from our website at www.watsoniapublishing.com . Follow the student file links on the home page. The product code required to download these student files is INF444.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, August 19, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Contents

Access 2003 Orientation

1. Starting Access 2003
2. Opening An Existing Database
3. The Access 2003 Database Screen
4. The Database Window
5. Working With Database Objects
6. Using Menu Commands
7. Using Keyboard Shortcuts
8. Exiting From Access 2003

Database Theory

1. Understanding Databases
2. How Access Stores Data
3. Spreadsheets Vs Databases

Database Design

1. Designing A Relational Database
2. Scoping The System
3. Determining The Inputs
4. Normalising A Table
5. First Normal Form
6. Second Normal Form
7. 2NF - Case Study
8. Third Normal Form

Creating Relational Databases

1. Creating A New Database File
2. Access 2003 Data Types
3. Creating A New Table
4. Changing Field Properties
5. Creating A Table From A Shortcut
6. Creating A Table With Numbers And Currency
7. Assignment - Creating Tables

Setting Table Relationships

1. Understanding Table Relationships
2. Accessing The Relationships Window
3. Table Joins In The Alpheius Case Study
4. Creating Table Joins
5. Assignment - Creating Relational Joins
6. Editing An Existing Relationship
7. Printing Table Relationships

Adding Relational Records

1. Adding Records In A Table
2. Adding Records Using An AutoForm
3. Assignment - Adding Records
4. Data Entry Key Violations
5. Data Integrity Violations

Importing Records

1. Importing From A Spreadsheet
2. Importing From A Text File
3. Backing Up A Table
4. Importing And Key Violations
5. Deleting An Unwanted Table
6. Data Integrity And Importing

Working With Records

1. Navigating In A Table
2. Editing A Record
3. Deleting A Record
4. Deleting Several Records
5. Finding And Replacing
6. Undoing An Error
7. Compacting A Database
8. Printing Records
9. Assigning A Sub Datasheet
10. Working With Sub Datasheets

Relational Queries

1. Relational Queries - How They Work
2. Queries For Viewing Data
3. Creating A Query Design
4. Selecting Fields For The Query Grid
5. Different Views Of A Query
6. Adding More Tables To A Query
7. Modifying Fields In A Query
8. Selecting Records Using A Query
9. Running A Query From The Database Window

Relational Select Queries

1. Creating AND Queries
2. Clearing The Criteria From A Query
3. Selecting Numeric Data
4. Selecting Dates In A Query
5. Creating OR Queries
6. Using A Range Expression
7. Selecting Opposite Values
8. Using Wildcards
9. Problem Selects

Creating Forms

1. Forms - How They Work
2. Creating A Single Table Form
3. Working With A Form
4. Creating A SubForm
5. Creating A Linked Form

Creating Reports

1. Reports - How They Work
2. Creating A Single Table Report
3. Previewing A Report
4. Creating A Multi-Table Report
5. Creating A Report From A Query

General Computer Usage

1. The Help Task Pane
2. Searching For General Help
3. Searching For Specific Help
4. Understanding A Help Window
5. Disabling Online Content
6. Enabling Online Content
7. Displaying and Using The Office Assistant
8. Customising The Office Assistant
9. Disabling The Office Assistant
10. Using What's This and Screen Tips
11. Setting Up An Ergonomic Workstation
12. Breaks And Exercises

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