



Access 2003 Beginning

Course Outline



Course Synopsis:	Getting Started with Database Basics – Designing a Database; Apply Properties; Using the Table Wizard; Modify the Design of a Table; Working with the Datasheet; Creating a Form; Using a Query; Building a Report
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Access 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	Students will learn the basic fundamentals of Access. This class is for anyone who needs a re-fresher or who is just starting to use it. Strong emphasis is placed on the structure of tables and queries.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	Excel Beginning
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Introduction

- What is a Database?
- What is Access?
- Database Design Guidelines
- Starting Access
- Database Window
- Access Objectives
- Relational Databases
- Creating a Database

Building a Table

- Creating a Table
- Table Design
- Microsoft Access Specifications
- Access Data Types
- Sample Structure
- Field Properties
- Saving the Structure

Entering Data

- Forms
- Adding Records

Modifying the Table Structure

- Modifying a Table

Editing and Finding Data

- Opening a Database
- Working with Forms and Datasheets
- Viewing Records
- Editing Data
- Customizing a Datasheet
- Find and Replace
- Printing a Datasheet
- Print Preview Window
- Quick Sort
- Filtering

Queries

- Queries
- Query window
- Calculated Fields
- Database Query Specifications

Reports

- Reports