



Access 2003 Int. Pt 1

Course Outline



Course Synopsis:	Creating Relational databases, Database Theory and Queries – Relationships; Using and Building Queries; Calculated Criteria; Action Queries; Other Special Queries
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:	The student will spend the majority of the day learning about relational database theory. Action and advanced queries will follow.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	Access 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.

Creating Relational Databases

- Understanding Table Relationships
- Creating Relationships Between Tables
- Enforcing Referential Integrity
- Testing Referential Integrity and Printing and Deleting Table Relationships
- Understanding Relational Types

Working with Queries

- A Quick Review
- Understanding the Different Types of Queries
- Creating a Multiple Table Query
- Creating a Calculated Field
- Working with Expressions and the Expression Builder
- Using an IIF Function
- Summarizing Groups of Records
- Display Top or Bottom Values
- Parameter Queries
- Finding Duplicate Records
- Finding Unmatched Records
- Crosstab Queries
- Delete Queries
- Append Queries
- Make-Table Queries
- Update Queries