

Microsoft Access 2003 – Introduction: Table Design and Data Entry



Access 2003 is a remarkable software tool that will help you manage your company's data collection and reporting system. If you have used older database systems, you will be pleased to see how a modern PC database works.

This class is designed for people who are unfamiliar with Microsoft Access 2003 or with databases in general. If you are responsible for entering and maintaining data in your company database, you will find this class helpful. You will learn basic database terminology and concepts, and plan and create Access tables, which is the basic building block of a database system.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- No previous database experience is required

CONTENT

- Activate Access
- Open a database and explore the Access desktop
- Identify and investigate Access objects
- Enter and modify table records
- Undo changes in table records
- Navigate a datasheet
- Find records based upon field contents
- Sort table records to change the record order
- Filter by form and by query to select table records
- Explore Table elements and field properties
- Discuss object naming conventions
- Plan and create a table in design view and using the table wizard
- Create and name fields in a table
- Assign field properties and create a primary key
- Modify table layout and design
- View and use a form
- Create an AutoForm
- Create and run a query
- Preview and print a report
- Create an AutoReport
- Create a database with templates and wizards
- Import Data from Excel
- Identify help resources: Ask a Question, Office Assistant, Help Topics and Web Help

PHONE: 602.266.1500
FAX: 602.266.1555

MICROSOFT ACCESS 2003
TABLE DESIGN AND DATA ENTRY
WEBSITE: WWW.TRAININGTOYOU.COM
E-MAIL: INFO@TRAININGTOYOU.COM