



Microsoft Office Access 2003: Level 1

Course Specifications

Course length: 2 days, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$320/student, call (406) 256-5700 for group discounts and Entré Partner pricing

Course Description

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

Course Objective: You will be introduced to the features of the Access 2003 application.

Target Student: This course is designed for students who wish to learn the basic operations of the Access 2003 database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications.

Prerequisites: To ensure the successful completion of *Microsoft® Office Access 2003: Level 1*, we recommend completion of one of the following Element K courses, or equivalent knowledge from another source:

- *Windows 2000: Introduction*
- *Windows XP: Introduction*
- *Windows XP Professional: Level 1*
- *Windows XP Professional: Level 2*

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Performance-based 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.

Course Content

Lesson 1: An Overview of Access 2003

Topic 1A: Understand Relational Databases

Topic 1B: Examine the Access Environment

Topic 1C: Open the Database Environment

Topic 1D: Examine an Access Table

Lesson 2: Managing Data

Topic 2A: Examine an Access Form

Topic 2B: Add and Delete Records

Topic 2C: Sort Records

Topic 2D: Display Recordsets

Topic 2E: Update Records

Topic 2F: Run a Report

Lesson 3: Establishing Table Relationships

Topic 3A: Identify Table Relationships

Topic 3B: Identify Primary and Foreign Keys in the Relationships Window

Topic 3C: Work with Subdatasheets

Lesson 4: Querying the Database

Topic 4A: Create a Select Query

Topic 4B: Add Criteria to a Query

Topic 4C: Add a Calculated Field to a Query

Topic 4D: Perform a Calculation on a Record Grouping

Lesson 5: Designing Forms

Topic 5A: Examine Form Design Guidelines

Topic 5B: Create a Form Using AutoForm

Topic 5C: Create a Form Using the Form Wizard

Topic 5D: Modify the Design of a Form

Lesson 6: Producing Reports

Topic 6A: Create an AutoReport

Topic 6B: Create a Report by Using the Wizard

Topic 6C: Examine a Report in Design View

Topic 6D: Add a Calculated Field to a Report

Topic 6E: Modify the Format Properties of a Control

Topic 6F: AutoFormat a Report

Topic 6G: Adjust the Width of a Report

Appendix A: Microsoft Office Specialist Program