

## Microsoft Office Access 2003 (Introduction)

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft Access 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for participants who need to know how to use Microsoft Access 2003 including forms, reports and sorting data.

**Prerequisites:** This course assumes no prior knowledge of Microsoft Access 2003. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

**Products Covered:**  
Microsoft Office Access 2003

**Further Training:**  
Microsoft Office Access 2003 (Intermediate)  
Microsoft Office Access 2003 (Advanced)

### Course Description

This one day, instructor-led course teaches you to use basic features of Microsoft Access 2003 to manage your data, use functions within Access and use form, query and report.

### Objectives

At the completion of this course, participants will be able to:

- Use the different components of the Access interface
- Customize the look and feel of Access
- Use and customize the Office Assistant
- Perform various actions on records
- Create a table
- Format and view the attributes of forms and reports
- Create and use a form, query, and report
- Sort and filter data in a table
- Use the different features of the View menu
- Adjust how Access prints data for you

### Topics Covered

#### What's new in Access 2003?

#### Using the Access interface

Using the Access menus  
Using Access task panes  
Using toolbars  
Adding, removing, and moving toolbars

Using the switchboard  
Using the database window

#### Using the help menu

Using the help task pane  
Using the office assistant  
Using the sample databases

#### Creating a database

Planning a database  
Creating a blank database  
Using database objects

#### Records

Adding, editing and deleting records  
Printing records

#### Creating a table

Creating a table in design view  
Creating a table using the wizard  
Entering data into a table  
Formatting a table

#### Formatting text

Using the zoom toolbar  
Selecting data  
Cutting, copying, and pasting  
Using the format painter  
Using undo and redo  
Checking your spelling

#### Formatting controls

Changing the colour of a control  
Using control properties  
Aligning controls  
Applying special effects

#### Creating forms

Bound vs. unbound controls  
Creating a form with the wizard  
Creating a form in design view  
Using forms

#### Creating queries

Creating a query with the wizard  
Using design view to modify a query  
Using queries

#### Reports

Creating a report with the wizard  
Creating a report in design view  
Using reports

#### Sorting and filtering data

Using find and replace  
Sort ascending or descending  
Using filter by form  
Using filter by selection  
Creating a filter

#### Formatting a datasheet

Adjusting row height and column width  
Rearranging columns  
Freezing a row or column  
Hiding a column  
Changing the datasheet font

#### Viewing data

Using the view menu  
Using the window menu  
Hiding and unhiding windows  
Arranging windows  
Closing individual windows

#### Printing a database object

Using the print icon  
Using print preview  
Using page setup