

# USING MICROSOFT OFFICE ACCESS 2003 - LEVEL 1

**Course Length:** 6 hours (9 a.m. - 4 p.m.)

**Prerequisites:** Using Microsoft Office Excel 2003 - Level 1 (recommended)

## Course Overview

Microsoft Office Access is a relational database management system that helps you store and retrieve information in a database. In the *Using Microsoft Office Access Level 1* course, you will learn about database concepts and terminology and how to create and use an Access database. You will enter, edit, sort, filter and print data in tables; create custom views; and build and modify queries, forms and reports.

## Database Concepts & Terminology

- Database Concepts
- Access Terminology

## Getting Started with Access

- Startup Access
- Open a Database
- View Database Objects
- View Table Relationships

## Create a Database

## Working with Tables

- Open a Table
- Navigate Records
- Select Records and Fields
- Customize Datasheet View
- Enter and Edit Data
- Sort and Filter Records
- Create a Table
- Modify a Table

## Using the Help System

## Working with Forms

- Open a Form
- Navigate Records and Fields
- Enter and Edit Data
- Create a Form using Form Wizard
- Modify the Form Design
- Work with Form Controls

## Working with Queries

- Create a Query (Query Wizard)
- Create a Query in Design View
- Modify the Query Design
- Run a Query
- Using And/Or with Selection Criteria
- Query Multiple Tables

## Working with Reports

- Create a Report (Report Wizard)
- Modify the Report Design
- Working with Report Controls
- Preview and Print a Report