

# Access Introduction Course Content

## GETTING STARTED

### Understanding How Access 2003 Work

- What's New In Access 2003
- How To Start Access 2003
- How To Open A Database Using Task Pane
- How To Close A Database
- How To Exit Access 2003

### Getting Familiar With The Access 2003 Screen

- What's New In Access 2003
- How To Use Menu
- How To Show Or Hide Toolbars
- How To Move Toolbar And Menu Bar
- How To Use Toolbar Button
- How To Use Shortcut Menu Using Right Mouse Click
- How To Use Shortcut Key

### Getting Help And Maintenance

- How To Search Help
- How To Use Content Help
- How To Use Microsoft Office Online
- How To Use Type A Question For Help Box
- How To Use Office Assistant Help
- How To Use Get Help In A Dialog Box
- How To Get Office Updates From Microsoft Office Online
- How To Detect And Repair Errors In Access
- How To Recover Access When It Is Not Responding

### Working With Database Objects

- How To Open A Table
- How To Open A Query
- How To Open A Form
- How To Open A Report
- How To Rename An Object

## WORKING WITH DATA

### Managing Data

- How To Navigate Through Records
- How To Move To A Specific Record
- How To Add Records
- How To Edit Records
- How To Delete A Record
- How To Delete A Few Records

### Controlling And Searching Records

- How To Sort Records
- How To Find Record
- How To Filter Records By Selection
- How To Filter Records By Criteria

## WORKING WITH TABLES AND RELATIONSHIPS

### Creating and Customizing Tables

- How To Create A New Blank Database
- How To Create A New Table
- How To Set Primary Key
- How To Rearrange Fields
- How To Add Field
- How To Delete Field
- How To Change Data Type

## CREATING AND CUSTOMIZING QUERIES

### Creating Select Queries

- How To Create Queries Quickly

### Controlling Queries Output

- How To Open / Switch Query To Design View
- How To Rearrange Fields
- How To Delete A Field
- How To Add A Field
- How To Sort The Query Output
- How To Filter The Query Output With Criteria
- How To Set Multiple Criteria
- How To Hide A Field

## CREATING AND CUSTOMIZING FORMS

### Creating Forms Effectively

- How To Create A Form Quickly With AutoForm
- How To Save And Rename Form
- How To Create A Form Using Form Wizard

### Customizing Forms

- How To Open Form Design View
- How to Show / Hide Field List
- How to Show / Hide Toolbox
- How To Resize Control
- How To Move Both Control And Label
- How To Move Control And Label Separately
- How To Delete A Field Control
- How To Add A Field Control

## CREATING USEFUL REPORTS

### Creating Reports

- How To Create A Report Using AutoReport
- How To Create Mailing Labels
- How To Set Page Margin
- How To Change Page Orientation
- How To Number Pages

## MANAGING AND MAINTAINING DATABASE

### Compacting and Repairing Database

- How To Compact and Repair Database
- How Compact Database Automatically

### Backing Up and Converting Access Database

- How To Back Up Database
- How To Convert Database To Access 2003 File Format

# Access Advanced Course Content

## EXPLORING ACCESS ADVANCED TABLE FEATURES

### Discovering Fields Properties

- How To Create A New Database From Scratch
- How To Create A New Table From Scratch
- How To Set A Primary Key

### Setting Table Fields Properties

- How To Control Field Size
- How To Customize Text Format
- How To Customize Number or Currency Format
- How To Customize Date/Time Format
- How To Control Input Pattern Using Input Mask
- How To Change The Display Of Field Name Using Caption
- How To Specify A Default Value
- How To Prompt Error Using Validation Rule
- How To Customize An Error Messages
- How To Make A Field Compulsory
- How To Index A Field
- How To Create Lookup Values For A Field
- How To Update Values In A Lookup List

## OPTIMIZING DIFFERENT RELATIONSHIPS

### Using Relationships Effectively

- How To Create Referential Integrity Relationships
- How To Cascade Updates Related Fields
- How To Cascade Delete Related Records
- How To Check Object Dependencies
- How To Modify Object Dependencies

### Discovering And Solving Complex Relationships

- How To Create One-To-One Relationships
- How To Solve Many-To-Many Relationships Problems

### Exploring Relationship Join Types

- How To Create Multiple Tables Query
- How To Use Inner Join
- How To Use Left Outer Join
- How To Use Right Outer Join

## CREATING ADVANCED AND ACTION QUERIES

### Creating Advanced Queries

- How To Create Multiple Related Tables Queries
- How To Use Formula And Calculated Fields
- How To Change Field Name Display
- How To Change Record Display Format
- How To Concatenate Text Fields
- How To Eliminate Field Names Confusion
- How To Group And Summaries Records
- How To Prompt Input In Parameter Query
- How To Produce Crosstab Queries

### Running Action Queries

- How To Run Make Table Queries To Create New Tables
- How To Run Append Queries To Add Records
- How To Run Delete Queries To Remove Records
- How To Run Update Queries To Change Records Content

## CREATING ADVANCED FORMS

### Creating And Customizing Effective Forms

- How To Use Form Wizard
- How To View Form Design
- How to Show / Hide Field List
- How to Show / Hide Toolbox
- How To Resize Form Control
- How To Reposition Controls And Labels
- How To Separate Control And Label
- How To Delete A Field Control
- How To Add A Field Control
- How To Control Cursor With Tab Order
- How To Change Control Properties
- How To Change Form Properties
- How To Select Multiple Controls
- How To Make Form Header/Footer Visible
- How To Use Windows Themes In Forms

### Creating User Friendly And Powerful Controls On Form

- How To Create Form Header And Footer
- How To Insert Label
- How To Format Text Properties
- How To Change Form Background Color
- How To Apply Special Effects
- How To Change Form Background Image
- How To Add Text Box Field Control
- How To Add Unbound Text Box Control
- How To Rename Controls
- How To Insert Function In Control
- How To Insert Calculated Control
- How To Insert Option Group Control
- How To Insert Combo Box Control
- How To Insert List Box Control
- How To Insert Command Button

### Integrating Main And Subform

- How To Create Subform and Main Form
- How To Integrate Subform Into Main Form
- How To Hide Record Navigator Buttons In Subform
- How To Hide Selected Information In Subform

## CREATING ADVANCED REPORTS

### Working With Report Sections

- How To Create Report Using Wizard
- How To Reorganize Labels And Controls In Sections
- How To Insert Calculated Control
- How To Change Format In Control

### Customizing Report Sections

- How To Create Report From Scratch
- How To Insert Controls And Labels Into Sections
- How To Customize The Format Of A Control
- How To Change Group Properties
- How To Change Section Properties
- How To Insert Analytical Values To Sections
- How To Insert Page Numbers

### Creating Chart Report

- How To Create Chart Report Using Wizard
- How To Select Chart Type And Layout

## AUTOMATING DATABASE WITH MACROS

### Working With Macros

- How To Create and Run Macros
- How To Edit And Rename Macro
- How To Group Macro
- How To Insert Button To Run Macro
- How To Filter Record Using Macro
- How To Create Conditional Macro
- How To Secure Database With Autoexec Macro

### Macro Security

- How To Set Macro Security
- How To Enable Macros