

Microsoft Access 2002

Course Level	:	Introduction
Course Duration	:	2 days
Prerequisites	:	A working knowledge of Windows 95/98/NT4



▼ Course Content

○ Course Objectives

○ What is a Database?

- What is a Relational Database?

○ Database Terminology

- File Specification
- Field, Record, File
- Field types, lengths
- Tables, Forms
- Reports

○ The Access Screen

- Title Bar
- Menu Bar
- Toolbars
- Scroll Bars
- The Database Window
- The Objects Bar

○ Using Help

- Help
- What's This?

○ Creating a database

- Table definition
- Field Properties
- Primary Key

○ Saving a table

- Name AutoCorrect

○ Files and filenames

- valid and invalid characters
- invalid names

○ Data Entry

- Datasheet View
- Saving data
- Undo
- Copy Data
- Move Data
- Delete Data
- Delete Record
- Formatting Data
- Compacting a database

- Modifying Table Structures
 - Field Types
 - Field Lengths
 - Inserting Fields
 - Deleting Fields

- Finding Information
 - Find
 - Find & Replace
 - Using Filters

○ Using Forms

- AutoForm
- The Form Wizard

○ Designing Forms

- The Object property Sheet
- The Palette
- The Field List
- The Toolbar
- The Toolbox
- The Forms Designer
- Multi table forms

○ Using Queries

- Criteria
- The Dynaset
- Summarising Data
- Joining tables
- Update Queries

○ Reporting

- Printing Tables
- Printing Forms
- Report Wizard
- Auto report
- Single Column Reports
- Tabular & Group reports
- Report Design

• Undo & Paste

• Editing Linked Object