

## Course Outline

# Microsoft Office Access 2003

- Designed for:** Those who wish to learn this popular database program
- Prerequisites:** Familiar with Windows environment and experience of another Office 2003 program, ideally Word 2003
- Objectives:** To teach the Access 2003 program to Microsoft Office Specialist Level

## Course Content

- Lesson One – Including: Terminology used in connection with a database, loading the Microsoft Office Access program, opening an existing database, navigating around different objects in a database, using datasheet and design view, entering a new record, finding records, sorting records
- Lesson Two – Including: Planning and design of a database, recognising relationships between tables, defining fields, data types and properties using design view, entering data into tables using datasheet view, re-sizing columns, using the Lookup Wizard
- Lesson Three – Including: Defining relationships, using the Table Wizard to create a table, modifying the table design, using the Input Mask Wizard, using the Database Wizard to create a new database
- Lesson Four – Including: Editing data in form and datasheet views, adding new records, using print preview, changing page orientation, printing a datasheet, enforcing referential integrity in a relationship, using the Form Wizard, working with controls in form design
- Lesson Five – Including: Using advanced sort, using filter by form, importing a table from an external database, using a junction table to resolve a many to many relationship, adding a new field to a form, using a calculated control on a form, creating a query, using criteria to retrieve selected data, creating and naming a calculated field in a query
- Lesson Six – Including: Adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating and modifying the design of a report, adding a subreport to an existing report
- Lesson Seven – Including: Exporting an HTML file, editing an existing web page, creating a data access page, adding a hyperlink, object dependencies, importing an Excel spreadsheet as a table, importing a comma delimited text file as a table, creating a switchboard, backing up a database

## Benefits

- Learn how to use this popular database program to Microsoft Office Specialist level
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration:** 16-18 hours

**What next:** Microsoft Office Excel 2003