

MOS Access 2003

Access can help you manipulate, sort and create very powerful and structured databases. Topics will include:

Planning and Designing Databases

- Determine appropriate data inputs/outputs for your database
- Create table structure
- Establish table relationships
- Use the Microsoft Office Assistant
- Select an object using the Objects Bar
- Print database objects (tables, forms, reports, and queries)
- Navigate through records in a table, query, or form
- Create a database (using a wizard or in-design view)
- Create tables by using the Table Wizard
- Set primary keys
- Modify field properties
- Use multiple data types
- Modify tables using Design View
- Use the Lookup Wizard
- Use the Input Mask Wizard
- Create a form with the Form Wizard
- Use the Control Toolbox to add controls
- Modify Format Properties (font, style, font size, color, caption, etc.) of controls
- Use form sections (headers, footers, and detail)
- Use a Calculated Control on a form
- Use the Office Clipboard
- Switch between object views
- Enter records using a datasheet
- Enter records using a form
- Delete records from a table
- Find a record
- Sort records
- Apply and remove filters (filter by form and filter by selection)
- Specify criteria in a query
- Display related records in a sub-datasheet
- Create a calculated field
- Create and modify a multi-table select query
- Establish relationships
- Enforce referential integrity
- Create a report with the Report Wizard
- Preview and print a report
- Move and resize a control
- Modify Format Properties (font, style, font size, color, caption, etc.)
- Use the Control Toolbox to add controls
- Use report sections (headers, footers, and detail)
- Use a Calculated Control in a report
- Import data to a new table
- Save a table, query, or form as a Web page
- Add Hyperlinks Using Access Tools
- Print database relationships
- Back-up and restore a database
- Compact and repair a database