



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

## Microsoft Office Access 2003: Level 1

**Number of Days:** 1

**Format:** Instructor-Led

**Class Code:** AC03-1

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### Course Description:

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management, computer based applications, is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application and its information management tools.

### Course Objective:

You will be introduced to the features of the Microsoft Office Access 2003 application.

### Target Student:

This course is designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications.

### Prerequisites:

To ensure the successful completion of Microsoft Access 2003: Level 1, we recommend completion of one of the following courses, or equivalent knowledge from another source:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

### Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification:

The Microsoft Office User Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

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## Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Examine the Microsoft Office Access 2003 database application.
- Manage the data in a database.
- Examine existing table relationships.
- Query the database.
- Design simple forms.
- Create and modify Access reports.

## Course Outline

<b>Lesson 1: An Overview of Access 2003</b>
<ul style="list-style-type: none"> <li>■ Topic 1A: Relational Databases</li> <li>■ Topic 1B: The Access Environment</li> <li>■ Topic 1C: The Database Environment</li> <li>■ Topic 1D: Examine an Access Table</li> </ul>
<b>Lesson 2: Managing Data</b>
<ul style="list-style-type: none"> <li>■ Topic 2A: Examine an Access Form</li> <li>■ Topic 2B: Add and Delete Records</li> <li>■ Topic 2C: Sort Records</li> <li>■ Topic 2D: Display Record Sets</li> <li>■ Topic 2E: Update Records</li> <li>■ Topic 2F: Run a Report</li> </ul>
<b>Lesson 3: Establishing Table Relationships</b>
<ul style="list-style-type: none"> <li>■ Topic 3A: Identify Table Relationships</li> <li>■ Topic 3B: Identify Primary and Foreign Keys in the Relationships Window</li> <li>■ Topic 3C: Working with Subdatasheets</li> </ul>
<b>Lesson 4: Querying the Database</b>
<ul style="list-style-type: none"> <li>■ Topic 4A: The Select Query</li> <li>■ Topic 4B: Add Criteria to a Query</li> <li>■ Topic 4C: Add a Calculated Field to a Query</li> <li>■ Topic 4D: Perform a Calculation on a Record Grouping</li> </ul>
<b>Lesson 5: Designing Forms</b>
<ul style="list-style-type: none"> <li>■ Topic 5A: Form Design Guidelines</li> <li>■ Topic 5B: Create AutoForms</li> <li>■ Topic 5C: Create a Form Using the Form Wizard</li> <li>■ Topic 5D: Modify the Design of a Form</li> </ul>
<b>Lesson 6: Producing Reports</b>
<ul style="list-style-type: none"> <li>■ Topic 6A: Create an AutoReport</li> <li>■ Topic 6B: Create a Report by Using the Wizard</li> <li>■ Topic 6C: Examine a Report in Design View</li> <li>■ Topic 6D: Add a Calculated Field to a Report</li> <li>■ Topic 6E: Modify the Format Properties of a Control</li> <li>■ Topic 6F: AutoFormat a Report</li> <li>■ Topic 6G: Adjust the Width of a Report</li> </ul>
<b>Appendix A: Microsoft Office Specialist Program</b>