

## Microsoft Access 2003

Access is an extremely powerful relational database programme, which allows you to manage all components of related information in a single database file. Searching, changing, viewing and printing any part of your data to customised reports become easy tasks. You can perform complex statistical analyses, publish your data on the Web or Intranet and share information with other users.

The following lists are by no means exhaustive, but they give a good flavour of the type of topics covered in each level. Our plan is constructed to deal with, what is a database and how do all the tools work, followed by how to design and create your database with its tables and forms and finally how to get the real power out of Access by learning to design complex queries and well crafted reports

### Beginner 10 hours

- Introduction – key concepts
- Getting started
- Windows & Views
- Navigating the database
- Changing & adding records
- Deleting Records
- Sorting Records
- Filtering Records
- Previewing & Printing objects
- Forms
- Auto Form and Form Wizards
- Reports – AutoReport and report wizard
- Querying the database
- More about Queries – action, make table and append queries
- Queries based on more than one table
- Update & delete queries
- Copying a database
- Compacting & repairing a database

### Intermediate 10 hours

- Create a new blank database
- Base a new database on an existing database
- Creating a database table – planning, opening and table wizard
- Changing the table design – field properties, indexes, input mask and number data type
- Copying tables
- Creating a form – AutoForm, adding new records and form wizard
- Changing the form design – sections of a form, controls and labels, form properties
- Selecting form sections
- Creating and deleting controls
- Resizing and moving controls
- Aligning & spacing controls

### Advanced 20 hours (run in Access 2000)

- Forms & subforms
- Linking Forms
- Forms – expressions
- Expression builder
- Calculations in queries
- Custom calculations
- Using dates in queries
- Parameter queries
- Wildcards
- Crosstab queries
- Append & delete queries
- Report design
- Reports - expressions, totals & parameters
- Grouping
- Reports & subreports
- Command buttons
- Events & macros
- The AutoExec Macro
- Conditional Macros
- Mail merge

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