



MICROSOFT ACCESS 2003 BEGINNERS COURSE OUTLINE

INTRODUCTION TO MICROSOFT ACCESS 2003

- Creating a new database file
- Opening and closing a database file
- Understanding new Access 2003 security features
- Understanding Access 2003 Security Levels
- Closing a database file

ACCESS 2003 INTERFACE

- Using the menu bar
- Using the Database toolbar
- Using the task pane
- Using the Status bar
- Using the Office Assistant
- Customising the toolbars

THE DATABASE TOOLBAR

- Using the Database Toolbar
- Using the New button
- Using the Open button
- Using the Save button
- Using the File Search button
- Using the Print button
- Using the Print Preview button
- Using the Spelling button
- Using the Cut button
- Using the Copy button
- Using the Paste button
- Using the Undo button
- Using the OfficeLinks button
- Using the Analyse button
- Using the Code button
- Using the Microsoft Script Editor button

- Using the Properties button
- Using the Relationships button
- Using the New Object: <Object Type> button
- Using the Microsoft Office Access Help button

THE TASK PANE

- Viewing and opening recent files
- Opening the New File task pane
- Data Access Page option
- Using the Project using existing data option
- Using the Project using new data option
- Using the From existing file option
- Using the Template area of the New File Task Pane
- Using the Templates option
- Using the Templates On Office Online option
- Using the Clipboard Task Pane
- Opening the Clipboard task pane
- Using the Office Clipboard feature
- Using the File Search Task Pane

THE DATABASE WINDOW

- **The Database Menu Bar**
- Using the Database Menu Bar
- Using the Open button
- Using the Design button
- Using the New button
- Using the Delete button
- Using the Icon buttons
- Using the List button
- Using the Details button

- **The Database Window Toolbar**
- Using Groups in the Toolbar
- Using the Favorites button
- Using the Tables button
- Using the Queries button
- Using the Forms button
- Using the Reports button
- Using the Pages button
- Using the Macros button
- Using the Modules button

TABLES

- **Creating a Table**
- Creating a Table in Design View
- Using the Table Wizard to create a table
- Using the property updates feature

- **Working with Tables**
- Changing a table design
- Adding records
- Finding Records
- Editing records
- Filtering records
- Sorting records

QUERIES

- Requirements for a query in Design view
- Creating a new query in Design view
- Creating a numerical query using the wizard
- Creating a non-numerical query using the wizard
- Saving queries
- Opening an existing query's result window
- Opening an existing query in Design view
- Refining the results of a query
- Adding calculations in Design view

FORMS

- **Using and Creating Forms**
- Using Forms
- Creating forms with the wizard
- Creating a simple form from scratch in Design view
- Modifying a form in Design view
- Using a form to locate information
- Using a form to organise information effectively

- **Displaying and Linking Images**
- Inserting the same background image for all records
- Inserting an image which does not change from record to record
- Inserting an image which is particular just to one record
- Replacing an image

REPORTS

- **Creating and Using Reports**
- Using Reports
- Creating a report using AutoReport
- Creating a report using a wizard

- Creating a report from scratch in Design view
- Creating a report with totals or averages
- **Saving, Maintaining, and Printing Reports**
- Saving a report
- Setting report properties
- Previewing a report (before you print it)
- Printing a report