



Training Solutions, Inc.

## Access 2003 Basics Course Outline

### Section 1 - Access Basics

- Database Terms
- Starting Access
- Open/View a Table
- The Toolbar
  - Design View
  - Datasheet View
  - Print Preview
- Menu Bar
  - Getting Help
  - Close the Table
- What's New with 2003
- Exit Access

### Section 2 - Database Design

- Database Design
- Objects
- Design a Table
- Define Fields
- Save the Table
- Add Data
- Modify the Design
- AutoForm
  - Align Controls/Tab Order
- Close the Table

### Section 3 - Edit a Table

- Datasheet Edits
- Add/Delete Records
- Data Entry Shortcuts
- Add/Delete Fields
- Modify Field Type
- Primary Key
- Cut, Copy and Paste
- Display Options
  - Change Column Widths
  - Rearrange Columns

### Section 4 - Sort a Table

- Sort Commands
  - Ascending/Descending Order
  - Multiple Field Sort
  - Filters
  - Remove Filter
  - Conditional Statement
  - Filter by Selection

### Section 5 - Customize Tables

- Define Rules
  - Test the Rule
  - Like Expression
  - Input Masks
- Formats
  - Date Format
  - Custom Format
  - Number Formats

### Section 6 - Reports & Queries

- Query
  - Select Query
  - Save a Query
  - Update a Query
  - Or / And Statements
- Reports
  - Mail labels
  - Report Preview
  - Design View
  - Add a Report Header
  - Add a Label/Page Numbers
  - Add Borders
  - Sort and Group