

Course Description: In this course, students will be introduced to the concept of the relational database and the Microsoft® Office Access 2003 relational database application and its information management tools. This is one of a series of courses that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office 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.

Who Should Attend: This course is designed for the individual whose 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: Students should have taken Windows 2000: Introduction, Windows XP: Introduction, Windows XP: Level 1 or Windows XP: Level 2 or equivalent knowledge.

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

- Examine the Microsoft® Office Access 2003 database application.
- Manage the data in a database.
- Query the database.
- Examine existing table relationships.

Course Outline:

An Overview Of Access 2003

Relational Databases
The Access Environment
The Database Environment
Examining an Access Table

Managing Data

Examining an Access Form
Adding and Deleting Records
Sorting Records
Displaying Record Sets
Updating Records
Running a Report

Establishing Table Relationships

Identifying Table Relationships
Identifying Primary and Foreign Keys in the Relationships Window
Working with Subdatasheets

Querying The Database

The Select Query
Adding Criteria to a Query
Adding a Calculated Field to a Query
Performing a Calculation on a Record Grouping

Designing Forms

Forming Design Guidelines
Creating AutoForms
Creating a Form Using the Form Wizard
Modifying the Design of a Form

Producing Reports

Creating an AutoReport
Creating a Report by Using the Wizard
Examining a Report in Design View
Adding a Calculated Field to a Report
Modifying the Format Properties of a Control
AutoFormatting a Report
Adjusting the Width of a Report

Appendix A: Microsoft Office Specialist Program