

MICROSOFT Access 2000

Level 1 - Beginning

This course introduces the skills necessary for setting up and using database tables, querying, analyzing, and reporting capabilities of Access.

Upon Completion of this course students will be familiar with and have skill to:

Introducing Access

- Examining The Projects
- Understanding Database Design
- Using Database Wizards
- Exploring A Database
- Using the Office Assistant

Working With Tables

- Understanding Tables
- Using Design View
- Saving And Closing Tables
- Modifying Columns And Rows
- Using The Table Wizard
- Working With Field Properties

Working With Data

- Entering Data
- Importing Data
- Sorting Data

Creating Relationships

- Establishing Relationships
- Enforcing Referential Integrity
- Printing And Saving Relationships
- Using Subdatasheets

Using Forms

- Using The Form Wizard
- Entering Data In A Form
- Formatting Form Controls

Filtering Data

- Finding Records
- Filtering By Selection
- Filtering By Form
- Sorting Filtered Records

Exploring Queries

- Understanding Queries
- Creating Single-table Queries
- Using The Query Wizard
- Creating Multi-table Queries

Creating Reports

- Creating AutoReports
- Using The Report Wizard
- Previewing Multiple Pages
- Printing Reports

Application Project

- Create An Employee Database

Using Help Appendix

- Using The Help Window
- Using The Contents Card
- Using The Answer Wizard
- Working With The Index
- Using Context-sensitive Help

Common Tools And Shortcuts

- Database Tools
- Table Datasheet Tools
- Table Design Tools
- Query Design Tools
- Report Design Tools
- Formatting Tools
- Toolbox Tools
- Web Tools
- Print Preview Tools
- Navigation Shortcuts

