

AVP Training

Computer Software Training & Consulting

Access 2003 Introduction (Level 1)

General Description

Gain the skills necessary to design a basic relational database complete with tables, queries, forms and reports

Learning Outcomes

- Understand the main screen components of Access and operate an Access database window
- Become familiar with the general structure of databases and how they compare with spreadsheets
- Carry out the basic steps in the design of a relational database
- Produce a new database with associated tables
- Create, edit and print table relationships
- Add records using a table and autoform
- Import data from text and spreadsheet files into tables
- Perform basic record management including editing, deleting and searching for records
- Develop basic multiple table queries
- Produce enhanced queries containing a variety of expressions
- Create forms, subforms and linked forms using the Form Wizard
- Use the Report Wizard to generate reports based on tables or queries
- Access and use the Help system within Access

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

<p>Course Topics</p> <p>Access 2003 Introduction (Level 1)</p>	Access 2003 Orientation
	Database Theory
	Designing Relational Databases
	Creating Relational Databases
	Setting Table Relationships
	Adding Records
	Importing Records
	Managing Records
	Creating Relational Queries
	Enhanced Relational Queries
	Creating Forms
	Generating Reports
	Accessing Help

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