

Access 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: None

What's in Access 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Access 2003. Students will learn how to plan and create a database, work with tables, create queries and forms, filter records, and generate reports.

Objectives

- Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature.
- Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.
- Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records.
- Set field properties; create input masks; set validation rules; and create single- and multiple-field indexes.
- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to find, sort, and filter records.
- Create reports by using AutoReport, the Report Wizard, Design view, and queries; and modify and print reports.

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * Database concepts*

- A-1: Identifying database components
- A-2: Identifying the advantages of relational databases

*Topic B: * Exploring the Access environment*

- B-1: Starting Access and examining the Access window
- B-2: Opening a database
- B-3: Examining the Database window
- B-4: Examining a database table

*Topic C: * Getting help*

- C-1: Using the Type a question for help box
- C-2: Using the Office Assistant

*Topic D: * Closing a database and Access*

- D-1: Closing a database and Access

Unit 2 : Databases and tables

*Topic A: * Planning and designing databases*

- A-1: Planning a database
- A-2: Using the Database Wizard
- A-3: Creating a blank database

*Topic B: * Exploring tables*

- B-1: Discussing views
- B-2: Examining a table in Datasheet view
- B-3: Navigating in a table in Datasheet view
- B-4: Examining a table in Design view

*Topic C: * Creating tables*

- C-1: Creating a table by using the Table Wizard
- C-2: Creating a table in Design view
- C-3: Adding fields and descriptions to a table
- C-4: Setting the primary key
- C-5: Saving the design and viewing the table
- C-6: Adding a record

Unit 3 : Fields and records

*Topic A: * Changing the design of a table*

- A-1: Modifying field names
- A-2: Deleting and inserting fields
- A-3: Moving a field

*Topic B: * Finding and editing records*

- B-1: Finding and replacing a value
- B-2: Undoing changes
- B-3: Using the spelling checker

*Topic C: * Organizing records*

- C-1: Sorting records by a single field
- C-2: Sorting records by multiple fields
- C-3: Using Filter By Selection
- C-4: Using Filter By Form
- C-5: Using Filter Excluding Selection
- C-6: Using Advanced Filter/Sort
- C-7: Deleting a record

Unit 4 : Data entry rules

*Topic A: * Setting field properties*

- A-1: Setting the Required property
- A-2: Using the AllowZeroLength property
- A-3: Setting the FieldSize property
- A-4: Setting the SmartTags property

*Topic B: * Working with input masks*

- B-1: Creating an input mask
- B-2: Working with the Input Mask Wizard

*Topic C: * Setting validation rules*

- C-1: Setting default values
- C-2: Creating validation rules
- C-3: Setting validation text

*Topic D: * Using indexes*

- D-1: Creating a single-field index
- D-2: Creating a multiple-field index

Unit 5 : Simple queries

*Topic A: * Creating and using queries*

- A-1: Planning a query
- A-2: Using the Simple Query Wizard
- A-3: Creating a query in Design view
- A-4: Saving and running the query
- A-5: Sorting query results
- A-6: Filtering query results

*Topic B: * Modifying query results and queries*

- B-1: Editing query results
- B-2: Adding fields to a query
- B-3: Removing fields from a query
- B-4: Finding records with empty fields

*Topic C: * Performing operations in queries*

- C-1: Using comparison operators
- C-2: Using the OR condition
- C-3: Using the AND condition
- C-4: Using the * wildcard
- C-5: Using calculations in a query
- C-6: Totaling a group of records
- C-7: Using the Avg and Count functions

Unit 6 : Using forms

*Topic A: * Creating forms*

- A-1: Examining a form
- A-2: Creating a form by using AutoForm
- A-3: Using the navigation bar
- A-4: Using a form for data entry

*Topic B: * Using the Form Wizard*

- B-1: Creating a form by using the Form Wizard

*Topic C: * Using Design view*

- C-1: Creating a form in Design view
- C-2: Adding a title to a form
- C-3: Adding controls
- C-4: Modifying properties
- C-5: Inheriting properties

*Topic D: * Finding, sorting, and filtering records*

- D-1: Using a form to find records
- D-2: Using a form to sort records
- D-3: Using a form to filter records

Unit 7 : Working with reports

*Topic A: * Creating reports*

- A-1: Examining a report
- A-2: Creating reports by using AutoReport
- A-3: Creating reports by using the Report Wizard
- A-4: Creating a report by using Design view
- A-5: Creating a report by using a query

*Topic B: * Modifying and printing reports*

- B-1: Modifying a report in Design view
- B-2: Grouping information in a report
- B-3: Checking errors in reports
- B-4: Adding summary fields by using the Report Wizard
- B-5: Modifying the layout and style of a report
- B-6: Changing field properties
- B-7: Printing a report

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: * Comprehensive exam objectives*