

# Access 2003 Level 1

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## Prerequisites

Students should have a basic knowledge of computers and experience in navigating around the Microsoft Windows environment. Prerequisite skills include the ability to launch programs, open and save documents.

## Description

This course provides competency in creating databases and tables, working with table data and field properties, working with related tables and using filters and queries.

## Detailed Outline

### Creating Databases and Tables

Introduction to Access  
Database Components  
Relational Database Design  
Starting Access  
Database Window Layout and Features  
Database Creation  
Creating Tables  
Modifying Table Design

### Working with Table Data and Field Properties

Overview of Table Data and Field Properties  
Modifying Datasheet Layouts  
Working with Table Records  
Importing Data into Tables  
Modifying Field Properties

## Objectives

By the end of this course, you will be able to:

- ✓ Create Databases and Tables
- ✓ Work with Table Data and Field Properties
- ✓ Work with Related Tables
- ✓ Use Filters and Queries

### Working with Related Tables

Overview of Table Relationships  
Establishing Relationships  
Enforcing Referential Integrity  
Creating Lookup Fields  
Using Lookup Fields to Add Data

### Using Filters and Queries

Overview of Filters and Queries  
Using Comparison Operators  
Using Filters  
Creating Select Queries  
Refining Query Results  
Using Criteria in Select Queries  
Modifying Select Queries  
Performing Calculations in Queries  
Creating and Modifying Crosstab Queries  
Creating and Modifying Unmatched Queries  
Creating and Modifying Duplicate Queries