

# MICROSOFT ACCESS V2003 INTRODUCTION COURSE OUTLINE IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

## Target Audience

This course is designed for people who have no knowledge or very little knowledge of Microsoft Access.

## Topics to be covered

### Starting Access

- Overview of the screen
- Menu bar
- Toolbars

### Tables

- Saving tables
- Fields
- Creating fields
  - Field types
  - Field elements
- Entering data
- Sorting data
- Deleting data
- Modifying data

### Forms

- Creating forms
- Modifying form layout
- Moving fields
- Re-sizing fields
- Adding fields
- Changing the form design
- Saving forms
- Using forms

### Queries

- Creating queries
- Modifying queries
- Saving queries
- Deleting queries

### Reports

- Creating reports
- Modifying the design
- Moving fields
- Re-sizing fields
- Changing field properties
- Adding fields
- Saving reports
- Printing reports

