

# Microsoft Access XP/2003

## - Basic Skills Course -

### Course Description.



This course is designed to provide staff with an introduction and understanding of the main features of **Microsoft Access XP/2003**. You will be shown tools and techniques used to create large or small databases, queries, forms and reports. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section. On completion of the course, you will have the basic skills necessary to use **Access XP/2003** effectively in your work.

### Objectives.

You will learn many aspects of creating databases using the tools provided in **Access XP/2003** including:

- ✓ Creating tables.
- ✓ Using design and datasheet view.
- ✓ Defining primary keys, data types and formats.
- ✓ Setting up a query.
- ✓ Add, remove and sorting query fields.
- ✓ Setting multiple criteria and filters.
- ✓ Create calculated fields and summaries.
- ✓ Developing forms.
- ✓ Resizing, arranging and modifying form controls.
- ✓ Inserting images, lines and rectangles on a form.
- ✓ Setting the TAB order of form controls.
- ✓ Creating reports.
- ✓ Grouping data and printing the report.
- ✓ Modifying a report.

### Pre-requisites.



Any introductory knowledge of using the computer in a Windows™ environment will be an advantage although no specialised knowledge of computers or Microsoft Office is necessary. This course will cover the basic aspects of using Access XP/2003 and illustrate techniques discussed using examples in each section.

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